E-RATE 2018 FORM 471 FOR CATEGORY ONE

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Lauren Abner
Kentucky Department for Libraries & Archives

In this presentation…

- **Bid Evaluations**
- **Updating EPC profile**
  - **Connectivity Information**
  - **Contract Information**
- **Step by Step through the Category One Form 471**
  - **Internet Access under new contract**
  - **Internet Access under continuing contract**
  - **Voice Service month-to-month**
  - **Bookmobile hotspot month-to-month**
- **After You've Filed**
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  - **RAL Corrections**
  - **Application Review**

Disclaimers

- This presentation represents my unofficial interpretation of the FCC's E-rate rules and regulations. Official guidance can come only from the FCC and USAC.

- USAC may update the application portal or the procedures after today's presentation. What I present is correct to the best of my knowledge, but what you see in EPC may be different.

The E-rate Process

E-rate Funding Years – Dates to Remember

	Form 470 – Competitive Bidding	Form 471 – Application to Request Discounts	Form 486 – Service Start Date + CIPA Certification	Recurring Services (Category 1 or 2)	Invoicing Deadline (Recurring Services)	Non-Recurring Category 2 Purchase/ Installation	Invoicing Deadline (Non-Recurring Services)
FY 2016-17 (FY 2016)	Closed	Closed	120 days from: FCDL *or* Service Start Date (whichever is later)	July 1, 2016 To June 30, 2017	October 30, 2017	April 1, 2016 To Sept. 30, 2017	January 29, 2018
FY 2017-18 (FY 2017)	Closed	Closed	120 days from: FCDL *or* Service Start Date (whichever is later)	July 1, 2017 To June 30, 2018	October 28, 2018	April 1, 2017 To Sept. 30, 2018	January 28, 2019
FY 2018-19 (FY 2018)	February 22, 2018 (Last date to start bidding)	January 11, 2018 to March 22, 2018 (Filing window)	120 days from: FCDL *or* Service Start Date (whichever is later)	July 1, 2018 To June 30, 2019	October 28, 2019	April 1, 2018 To Sept. 30, 2019	January 28, 2020
Notes	Most libraries go through competitive bidding each year	All libraries must file the Form 471 every year to receive discounts	FCDL = Funding Commitment Decision Letter	Internet and Phone Service are Recurring	May request one 120-day extension before deadline	Non-recurring = one-time purchases	May request one 120-day extension before deadline

https://kdla.ky.gov/librarians/programs/e-rate/Documents/E-rate%20Process%20-%20Dates%20to%20Remember.pdf

Purpose of the Form 471

- The Form 471 is used to request discounts on services that were competitively bid for a minimum of 28 calendar days through a Form 470 (unless exempted by FCC rules).

- All applicants must file a Form 471 <u>every</u> year to receive discounts.

- Must file separate 471s for Category One & Two

- Deadline: **Thursday, March 22nd at 11:59 p.m. ET** – very bad idea to wait in case you have problems!

WHAT QUALIFIES FOR E-RATE?

- **The full E-rate Eligible Services List (ESL) can be downloaded from: http://www.usac.org/sl/applicants/beforeyoubegin/eligible-services-list.aspx**

- **Eligible services are separated into two broad categories:**
  - Category One: Connectivity to the Building
  - Category Two: Connectivity to the Device

- **If products/services contain ineligible components, a cost allocation is required to separate out those costs.**

CATEGORY ONE (1/2)

Data Transmission Services & Internet Access

- Monthly Internet fees (DSL, cable, fiber, etc.)
- Internet access (cellular data) for bookmobile
- Leased data lines (T1, lit fiber, etc.)
- Self-provisioned broadband networks
- Fees for static IP addresses are eligible as part of your internet access

FY 2018-19 Category One Services occur between July 1, 2018 and June 30, 2019

No budget limit on Category One requests

CATEGORY ONE (2/2)

Voice Services
- Local, long distance, and 800 (toll-free) service
- Plain old telephone service (POTS)
- Integrated Services Digital Network (ISDN)
- Interconnected voice over Internet protocol (VoIP)
- Radio loop
- Centrex
- Satellite telephone service
- Wireless telephone service including cellular voice and excluding data and text messaging
- Fax service

FY 2018-19 Category One Services must occur between July 1, 2018 and June 30, 2019.

No budget limit on Category One requests

Voice Service discounts are being phased out – subtract 80 from your normal discount rate for FY 2018-19. Many libraries will no longer be eligible for these discounts.

Bid Evaluations

Bid Evaluations (1/2)

- Don't make any decisions or sign contracts until you've reached the Allowable Contract Date (ACD)
  - Generally ACD is 28 calendar days after you filed the Form 470, but may be later if you indicated a different date in RFPs
  - You <u>may</u> continue collecting bids after 28 days
  - If you received only 1 bid, then you should email yourself to memorialize this fact
  - You may contact vendors to request cost proposals in response to your Form 470 after you file your Form 470 or after the Allowable Contract Date has passed

Bid Evaluations (2/2)

- **Must evaluate all valid bids using cost as the primary factor (most points assigned to E-rate eligible costs)**
  - You should respond to requests for additional information needed to create a responsive bid.
  - Spam – generic emails asking you to call or email to request a quote– is not considered a responsive bid and you don't have to respond.
  - You may disqualify certain bids <u>if</u> you stated those disqualification factors on the Form 470.
  - You may consider relevant State Master Contracts as bids.

Sample Bid Evaluation

Sample Bid Evaluation Matrix

Hover over each paragraph on the right to see the area of the bid evaluation matrix with which it corresponds.

FACTOR	POINTS AVAILABLE	VENDOR 1	VENDOR 2	VENDOR 3
Price of the eligible products and services	30*	15	30	25
Prior experience with the vendor	20	20	0	20
Prices for ineligible services, products, and fees	25	20	15	25
Flexible invoicing: FCC Form 472 or FCC Form 474	15	0	15	15
Local or in-state vendor	10	10	8	7
TOTAL	100	65	68	92

*This number must be higher than all other numbers in the same column.

List of Disqualified Bidders:

Vendor 1
Reason for disqualification: All interested bidders received two weeks' notice of a required pre-bid conference. Vendor 1 did not attend this conference and did not provide a reason for their absence.

Important things to note about this sample:

The price of the eligible products and services must be the most heavily weighted factor. This means that it must have the highest number of "Points Available."

Vendors are rated on how well they meet each factor. Point values for all factors are totaled for each vendor.

In this sample, Vendor 3, with a total of 92 points, is the winning bid because that vendor has the highest total points.

If a bidder is disqualified, the reason for disqualification should be noted for that vendor (see the "List of Disqualified Bidders" below the matrix).

For more information on constructing a bid evaluation, visit the USAC website at: http://usac.org/sl/applicants/step02/default.aspx

http://www.usac.org/_res/documents/sl/pdf/samples/Bid-Evaluation-Matrix.pdf

E-rate Document Retention

- **Document retention – keep these 10 years after the last day of FY 2018-19 (meaning June 30, 2029 or later with Cat2!):**
  - The FCC Form 470 and RFP(s), if one is issued
  - Questions from potential bidders and your answers
  - Copies of winning and losing bids (including disqualified bids)
  - Final bid evaluation matrix and any supporting documentation
  - The contract, if one is signed.

A Note on SPINs

- **Do <u>NOT</u> assume that the Service Provider Identification Number (SPIN) is the same this year if you used that provider last year.**
    - **Sometimes telecoms charge local and long distance to different SPINs, so you may need 2 funding requests for your phone service.**
    - **If a cost proposal didn't include a SPIN, contact that company to be certain – don't rely on the SPIN search tool.**
    - **If you make a mistake on the Form 471, you can file for a corrective SPIN change, but this is a time-consuming hassle.**

Connectivity Information

Provide internet speeds for all branches.

Before You File – Connectivity Info

- **Must enter information about the internet connection at every branch in the library system – has no impact on funding.**
  - **Download and upload speeds**
  - **Library systems: do you currently aggregate Internet access for the entire system (as opposed to buying Internet access on a building-by-building basis)?**
  - **Predominant Connection Type – fiber, copper, cable, etc.**
  - **Wi-Fi quality**
  - **Barriers to Robust Network**
- **Enter the information based on your current speeds, not based on changes that will happen after July 1st.**

Manage Connectivity Questions (1/3)

Records / Applicant Entities

#208 - Pioneer County Public Library System

Summary   Customer Service   Modifications   Additional Information   Discount Rate   Contracts   FCC Forms   FRN Appeals   News   **Related Actions**

⚡ **Create a New User**
This function allows you to create a user for your entity.

⚡ **Add or Remove Existing Users**
This process allows user to add and remove users from an organization

⚡ **Manage User Permissions**
This function allows you manage the permissions for one or more users.

⚡ **Manage Organization**
This function allows you to update information about an entity or BEN.

Scroll Down

⚡ **Manage Connectivity Questions**
Form for Entities to answer required Connectivity Questions.

From My Landing Page, click on the link for your library system Billed Entity Number. Under Related Actions, click on Manage Connectivity Questions.

Manage Connectivity Questions (2/3)

Records / Applicant Entities

#208 - Pioneer County Public Library System

Summary Customer Service Modifications Additional Information Discount Rate Contracts FCC Forms FRN Appeals News **Related Actions**

Manage Connectivity Questions

Pioneer County Public Library System (BEN: 208)

The following questions are intended to gather feedback from schools and libraries on the sufficiency of their Internet access, wide area network connections and the internal connections (e.g. Wi-Fi) in meeting their needs. These questions are designed to provide comprehensive insight into the current state of connectivity for schools and libraries, including services and equipment not funded by the E-rate program. The questions are informational only and will not affect the funding commitments in any way.

System-wide Internet Access Questions

Does your library system currently aggregate Internet access for the entire system (as opposed to buying Internet access on a building-by-building basis)?

YES   NO ✓

SAVE & CONTINUE

Library systems with multiple branches will see a question about aggregating internet for the entire library system – basically this means that internet access comes into one branch and is transported to all the other branches through a wide area network (WAN). Only 7-8 Kentucky libraries do this. Most libraries should answer No and then click on Save & Continue to see the rest of the connectivity questions.

Manage Connectivity Questions (3/3)

Records / Applicant Entities

#208 - Pioneer County Public Library System

Summary   Customer Service   Modifications   Additional Information   Discount Rate   Contracts   FCC Forms   FRN Appeals   News   **Related Actions**

Manage Connectivity Questions

Pioneer County Public Library System (BEN: 208)

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Per-Entity Basis Questions

Entity Name	BEN	Download	Units	Upload	Units	Connection	Wifi Sufficient	Barriers to Robust Network	
Pioneer County Public Library Main Branch	210	20	Mbps	20	Mbps	Fiber	Sometimes	No barriers	Edit
Pioneer County Bookmobile	211	7	Mbps	1	Mbps	Other	Sometimes	Broadband connection speed to building is too slow	Edit

BACK   CLOSE

Non-instructional facilities (NIFs) will not appear in the Connectivity section.

In the table, click on the Edit button to update information about each branch. Then click the Save Changes button. Your answers do NOT affect your funding.

Contracts

Contract Info (1/2)

- Before starting on the Form 471, you must create records on your profile for any services that are purchased under contract rather than month-to-month
  - Create nickname for easy searching in EPC
  - Contract number (Note: EPC assigns a Contract ID to serve as a unique identifier in EPC – distinct from number assigned by your service provider)
  - Optional: upload copy of contract (must be 1 file)
  - Establishing FCC Form 470 #

Contract Info (2/2)

- **Continued from previous slide:**
  - **How many bids were received?**
  - **Account # and Service Provider Identification Number (SPIN)**
  - **Contract Award Date – must be later than Allowable Contract Date from establishing 470**
    - **Careful if you've selected an existing contract during the bid evaluation process – your Contract Award Date will be the date you memorialized the contract after the evaluations, not the original award date.**

Manage Contracts (1/2)

Records / Applicant Entities

#208 - Pioneer County Public Library System

Summary   Customer Service   Modifications   Additional Information   Discount Rate   **Contracts**   FCC Forms   FRN Appeals   News   Related Actions

MANAGE CONTRACTS

Submitted Contracts

Contract ID ↓	Contract Number	Contract Nickname	Award Date	
4434	123456789	new cat2	4/25/2017	View
4292	11562	Pioneer Wi-Fi Services 2017	3/1/2017	View
4279		Pioneer County Network4U FY 2018-18 BMIC	3/1/2017	View
4278		Pioneer County Networking Inc FY 2017-18	3/2/2017	View
4179	9999999	Majorcom Internet Access for Main Branch	2/17/2017	View

‹ **1 – 5** of 12 ›

From My Landing Page, click on the link for your library or library system. Click on Contracts from the horizontal menu, then Manage Contracts, to add contract information.

Caution! EPC will not allow you to edit or delete contracts. Enter data carefully. If you made mistakes in a submitted contract, you must create a new contract in EPC to link to your funding requests.

Manage Contracts (2/2)

Records / Applicant Entities

#208 - Pioneer County Public Library System

Summary   Customer Service   Modifications   Additional Information   Discount Rate   Contracts   FCC Forms   FRN Appeals   News   **Related Actions**

Manage Contracts

Contracts - Pioneer County Public Library System (BEN: 208)

Use the dropdown to select the type of contract you would like to edit or remove. Click the Add a New Contract button at any time to create a new contract for your organization.

Contract Type   My Contract Drafts ▼

My Contract Drafts

You have no contract drafts for this organization. Click the Add a New Contract button to create a new contract.

CLOSE   ADD A NEW CONTRACT   EDIT   DELETE

Change the Contract Type dropdown to view your draft contracts or submitted contracts. Only draft contracts may be edited or deleted.

Click on Add a New Contract to start a new contract record.

Create Contract (1/11)

Create Contract

Pioneer County Public Library System (BEN: 208) - Pioneer County Internet 2018 - Contract ID #

Contract Information	Establishing FCC Form 470	Service Provider	Contract Dates	Pricing Confidentiality	Confirmation

Here you will enter preliminary information about this contract, as well as your account number, if you know it.

Contract Information

Enter a nickname to easily identify this contract ❓ *

Pioneer County Internet 2018

Contract Number ❓

52816

CANCEL
SAVE & CLOSE   SAVE & CONTINUE

Enter a nickname for your contract – be specific because you may have to enter multiple contracts for the same vendor. The Contract Number is a specific number assigned by your vendor; this field is optional. Then Save & Continue.

Create Contract (2/11)

Create Contract

Pioneer County Public Library System (BEN: 208) - Pioneer County Internet 2018 - Contract ID #4833

Last Saved: 1/15/2018 7:23 PM EST

| Contract Information | Establishing FCC Form 470 | Service Provider | Contract Dates | Pricing Confidentiality | Confirmation |

Here you will have the option to upload contract documents, including a description of each document.

Contract Information

Contract ID #4833 ❓

Would you like to upload a copy of your contract? ❓

[YES ✓] [NO]

Contract Document Upload
Please upload and describe each document related to your contract.

📄 **Pioneer County Telecom Internet 2018**
PDF – 96.21 KB

Describe this contract document.

3 year contract with 2 one-year extensions - 100x100 fiber for main branch

Describe this contract document.

[UPLOAD] 🗋 *Drop file here*

[BACK]

Uploading a copy of the contract is optional but can save time during application review. Be certain that you upload a copy that shows signatures for the library representative & vendor sales rep (if needed). I do NOT recommend uploading if you grandfathered in a contract and had to memorialize it with a new Contract Award Date for E-rate.

Create Contract (3/11)

Create Contract

Pioneer County Public Library System (BEN: 208) - Pioneer County Internet 2018 - Contract ID #4833

Last Saved: 1/15/2018 7:23 PM EST

Contract Information	Establishing FCC Form 470	Service Provider	Contract Dates	Pricing Confidentiality	Confirmation

Here you will answer additional questions about this contract.

Contract Information

Is this contract based on a State Master Contract? ❓

[YES] [**NO ✓**]

Is this contract based on a multiple award schedule? ❓

[YES] [**NO ✓**]

Most libraries will answer No to both of these questions unless they are purchasing off the KIH3 contract for internet service.

[BACK] [CANCEL]   [SAVE & CLOSE] [SAVE & CONTINUE]

Create Contract (4/11)

Create Contract

Pioneer County Public Library System (BEN: 208) - Pioneer Count

Last Saved: 1/15/2018 7:32 PM EST

Contract Information	Establishing FCC Form 470	Service Provider

Here you will answer additional questions about this contract.

Contract Information

Can other applicants piggy back off this contract? ❓

[YES] [**NO ✓**]

Was this contract originally created by another applicant, and you then piggy backed off their contract? ❓

[YES] [**NO ✓**]

[BACK] [CANCEL]   [SAVE & CLOSE] [SAVE & CONTINUE]

> Most libraries will answer No to both of these questions. Piggybacking means that another applicant has set up a contract that other applicants can purchase from.

Create Contract (5/11)

Create Contract

Pioneer County Public Library System (BEN: 208) - Pioneer Co

Last Saved: 1/15/2018 7:33 PM EST

Contract Information   **Establishing FCC Form 470**   Service Provider

Here you can use the search tool below to associate an FCC Form 470 with this contract.

Establishing FCC Form 470

Was an FCC Form 470 posted for the product and/or services you are requesting?

YES ✓   NO

How many bids were received? ❓ *

2

Enter the number of bids that you received for this product or service.

Indicate that a Form 470 was posted and how many bids were received for the services covered by the contract in response to the Form 470.

Was your FCC Form 470 posted prior to Funding Year 2016?

YES   **NO ✓**

Use the search tool below to find the establishing FCC Form 4

Remember that the services in the contract had to be posted on t

Search FCC Forms 470

Search by FCC Form 470 Number

Search by BEN

208

For new contracts created in response to FY 2018-19 Forms 470, you should answer No to this question. If the contract was created in FY 2015 or earlier, answer Yes to manually enter the Form 470 #.

CLEAR FILTERS   SEARCH

See next slide for searching for and associating 470s with the contract.

Create Contract (6/11)

The 470 search is set by default to find all contracts associated with your library's Billed Entity Number (BEN), but you can search by 470 # or nickname, as well.

Search FCC Forms 470

Search by FCC Form 470 Number

Search by Nickname (Partial or Full)

Search by BEN

208

CLEAR FILTERS   SEARCH

	FCC Form 470 Number	Nickname	Funding Year ↓	BEN	BEN Name	Allowable Contract Date	Service Type
☐	180000327	FY 2018-19 Category One request - live demo	2018	208	Pioneer County Public Library System	1/4/2018	Internet Access and/or Telecommunications
☑	180000322	FY 2018-19 Category One Service Requests	2018	208	Pioneer County Public Library	1/4/20	
☐	180000317	FY 2018-19 Firewall and Example			lic Library	1/3/20	
☐	180000316	FY 2018-18 Internet Acc			lic Library	1/2/20	
☐	180000310	FY 2018-19 Landline Voi Example			lic Library System	1/1/2018	Telecommunications

Click on the column headings to sort the results; use the bottom arrows to see more results.

Check the box beside the correct Form 470, then click on Save & Continue.

‹ **11 – 15** of 53 ›

BACK   CANCEL

SAVE & CLOSE   SAVE & CONTINUE

Create Contract (7/11)

Here you will associate the service provider listed on the contract.

Service Provider

Account Number (e.g., billed telephone number)

555-555-5555

If your service provider has given you one or more Account Numbers, please enter them.

Please select the service provider for this contract using the search below.

Search Service Providers

Search by SPIN

14010001

CLEAR FILTERS   SEARCH

☑	SPIN	Name	Doing Business As	State
☑	4010001	USAC Service Provider Organization 1		VA

BACK   CANCEL

SAVE & CLOSE   SAVE & CONTINUE

If you know the account numbers that will be used for services covered by this contract, list them here. Leave the field blank if you don't know the account numbers yet.

Search for the service provider. I recommend you use the SPIN search because some vendors will have multiple SPINs and you don't want to select the wrong one.

Check the box beside the correct SPIN, then click on Save & Continue.

Create Contract (8/11)

Create Contract

Pioneer County Public Library System (BEN: 208) Pioneer County Internet 2018 Contract ID #4822

Last Saved: 1/15/2018 7:46 PM EST

Contract Information   Establishing FCC Form 470   firmation

Here you will answer additional questions about the dates on your contract.

Contract Dates

Is this a multi-year contract?

YES ✓ NO

Check Yes if the contract covers more than one year of service.

What is the date you awarded your contract? *

01/10/2018

The Contract Expiration Date will be entered in each FRN where you cite this contract.

BACK   CANCEL

SAVE & CLOSE   SAVE & CONTINUE

Enter the Contract Award Date. Usually, this is the date when both parties (library and vendor) have signed to agree to the contract. Save & Continue.

Create Contract (9/11)

Create Contract

Pioneer County Public Library System (E

Last Saved: 1/15/2018 7:48 PM EST

Contract Information   Establishing FCC Form 470   onfirmation

Here you will answer additional questions about voluntary extensions on your contract

Contract Dates

Does this contract include voluntary extensions?

[YES ✓] [NO]

If you indicate that the contract has voluntary extensions, you'll get options to enter more information.

What is the contract expiration date if all extensions are exercised? *

06/30/2023

How many extensions are left on the contract? *

2

Enter the number of voluntary extensions that you could still exercise on this contract.

What is the total remaining length of the contract if you exercised all extensions (in months)? *

60

Enter the number of months that would remain in the contract if you exercised all voluntary extensions.

SAVE & CONTINUE

In this example, I have a contract for 3 years (36 months) with two voluntary 1-year extensions, which means the total length of the contract with both extensions is 60 months.

Create Contract (10/11)

Create Contract

Pioneer County Public Library System (BEN: 208) –

Last Saved: 1/15/2018 7:50 PM EST

| Contract Information | Establishing FCC Form 470 | Service Provider | Contract Dates | Pricing Confidentiality | Confirmation |

Here you will answer additional questions about applicable publication restrictions on this contract.

Pricing Confidentiality

Is there a statute, rule, or other restriction which prohibits publication of the specific pricing information for this contract?

YES | NO ✓

You will likely answer no to this question. Under E-rate modernization, pricing confidentiality is permitted only under limited circumstances.

BACK | CANCEL | SAVE & CLOSE | SAVE & CONTINUE

Create Contract (11/11)

Create Contract: Confirmation

Pioneer County Public Library System (BEN: 208) - Pioneer County Internet 2018 - Contract ID #4833

Last Saved: 1/15/2018 7:51 PM EST

| Contract Information | Establishing FCC Form 470 | Service Provider | Contract Dates | Pricing Confidentiality | Confirmation |

Please review the information and submit the information below to complete this contract.

Contract Information

Nickname Pioneer County Internet 2018

Can Other Applicants No
Piggy Back Off This
Contract?

Piggy Backed Off No
Another Contract?

Contrac...
Contract Num...
Based on a S...
Master Contra...

Based on a Mult...
Award Sched...

Establis
Establi...

Number of...
Rece...

Service
Servic...

Contra...
A...
Includes...
E...

Account Num...

Multi-Year Contra...

Pricing
There is no rule, statue, or other restriction which prohibits publication of the specific pricing infor...

Supporting Documents

Document	Description
Pioneer County Telecom Internet 2018	3 year contract with 2 one-year extensions - 100x100 fiber for main branch

BACK   CANCEL   SAVE & CLOSE   COMPLETE

> **Click on the Back button if you need to make edits before completing the contract records. Once you click on Complete, you cannot make edits.**

> **Review the information you entered before clicking on the Complete button. Once you click on Complete, you cannot edit or delete the contract record. If you realize you made a mistake, you'll have to create a new record.**

Discount Rate

Review Discount Rate

#208 - Pioneer County Public Library System

Summary   Customer Service   Modifications   Additional Information   **Discount Rate**   Contracts   FCC Forms   FRN Appeals   News   Related Actions

Requested Discount Rate - Pioneer County Public Library System (BEN: 208) - FY2018

More than 50 percent of your library outlets/branches must be rural for the library system to be considered rural.

This discount rate has not been approved for the current year

Associated School District Full-time Enrollment	Associated School District NSLP Count	Associated School District NSLP Percentage	Library System Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate	Voice Discount Rate
801	744	93%	Rural	90%	85%	10%

HIDE ADDITIONAL INFORMATION

Entity Name	BEN	Urban/Rural Status	Main Branch?
Pioneer County Public Library Main Branch	210	Rural	Yes

From My Landing Page, click on the link for your library or library system. Click on Discount Rate from the horizontal menu. If you see an error message, contact the KDLA Technology Consultant for assistance. Your discount rate may change in FY 2018-19 depending on what your local school district enters.

Discount Matrix

Discounts are similar for Category One and Category Two eligible services, but the top discount for Category Two is capped at 85%. One exception: voice services are subject to a phasedown—see next slide.

INCOME Measured by % of students eligible for the National School Lunch Program	CATEGORY ONE		CATEGORY TWO	
	URBAN Discount	RURAL Discount	URBAN Discount	RURAL Discount
Less than 1%	20%	25%	20%	25%
1% to 19%	40%	50%	40%	50%
20% to 34%	50%	60%	50%	60%
35% to 49%	60%	70%	60%	70%
50% to 74%	80%	80%	80%	80%
75% to 100%	90%	90%	85%	85%

Voice Services Phasedown

Library's Discount Rate	Voice Services Discount, FY 18-19
40%	0%
50%	0%
60%	0%
70%	0%
80%	0%
90%	10%

Form 471 Walkthrough

Guide to Walkthrough Slides

- These walkthrough slides will show you a variety of funding requests and purchase types, including:
  - **Basic Information and Entity Information (slides 43-50)**
  - **Internet Access under a new contract (slides 51-69)**
  - **Internet Access under continuing contract (slides 70-82)**
  - **Voice Service paid month-to-month (slide 83-103)**
  - **Bookmobile hotspot (cellular data) service paid month-to-month (slides 104-124)**
  - **Review and Certification (slides 125-131)**
  - **After You've Certified (slides 132-140)**

Contact KDLA for Help

Please remember that KDLA's Technology Consultant can provide one-on-one assistance for form filing over the phone or through screen sharing: lauren.abner@ky.gov or (502) 564-1728

Basic Information and Entity Information

During webinar, live demo of the E-rate Productivity Center portal begins here.

Starting an FCC Form 471

E-rate Productivity Center URL: https://portal.usac.org/suite/

Application Nickname

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category One
Last Saved:

| Basic Information | Entity Information | Funding Requests | Connectivity Information | Certify |

Where applicable, we've completed this section of the form based on information from your applicant entity's profile. If any of the non-editable information is incorrect, or you wish to change the information, please update your profile first by going to your entity record, and clicking Manage Organization from the Related Actions menu. If you do not have access to Manage Organization, please contact your applicant entity's account administrator or create a customer service case to request updates to your applicant entity's profile.

> FCC Notice Required By The Paperwork Reduction Act (OMB Control Number: 3060-0806)

Billed Entity Information

Pioneer County Public Library System

100 Main Street

Boonesburg, KY 41700

111-222-3333

library.system10.user1@mailinator.com

Billed Entity Number: 208

FCC Registration Number: 0123456789

Applicant Type: Library System

Application Nickname

Please enter an application nickname here. ❷ *

FY 2018-19 Category One

FCC Form 471 Help

Show Help

DISCARD FORM

SAVE & CONTINUE

If your Billed Entity Information isn't correct, you'll have to make notes in the narrative on your funding requests because profiles were locked on 1/11/18.

Save & Continue to go to the next page

Enter a nickname that will be easy to identify when searching in future years.

Contact Information

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category One - Form # 181000135

Last Saved: 1/15/2018 8:05 PM EST

Basic Information	Entity Information		Certify

Next, you will identify the individuals assisting in seeking E-rate supp...

Consultant Information

There are currently no consulting firms associat...   ...rganization profile.

Contact Information

Are you the main contact person?

Lauren Abner

library.system10.user1@mailinator.com

502-564-17...

| YES ✓ | NO |

If you aren't the main contact, you can designate another EPC user for your library.

Holiday / Summer Contact Information

Lauren Abner
lauren.abner@ky.gov
502-564-1728

Please provide any alternate contact information to use during holiday/ vacation period including the name...

ALWAYS list holiday contact information, even if it's the same as the regular contact info. Otherwise, your reviewer may assume that the library is closed during the summer—*application review could be delayed until September!*

FCC Form 471 Help

Show Help

| BACK | DISCARD FORM | | SAVE & CONTINUE |

Category of Service

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category One - Form # 181000135

Last Saved: 1/15/2018 8:08 PM EST

Basic Information	Entity Information	Funding Requests	Connectivity Information	Certify

Next, you will identify the category of service for the product and services you are requesting. If you need help determining the correct category of service, please review the Eligible Services List on the USAC website.

Category of Service

What is the category of service for the product and services that you are requesting?

You can only select one Category of Service per FCC Form 471. You can submit a second application for the other Category of Service.

CATEGORY 1 ✓

- Voice
- Data Transmission and/or Internet Access

CATEGORY 2

- Basic Maintenance of Internal Connections
- Internal Connections
- Managed Internal Broadband Services

FCC Form 471 Help

Show Help

BACK   DISCARD FORM

SAVE & CONTINUE

You can select only one Category of Service on each Form 471. Once you hit the Save & Continue button, you cannot change your selection.

Entity Information

FCC Form 471 - Funding Year 2018   FY 2017-18 Form 471 for Category One - Form # 171003222

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category One - Form # 181000135

Last Saved: 1/15/2018 8:09 PM EST

| Basic Information | Entity Information | Funding Requests | Connectivity Information | Certify |

We've completed this section of the form based on information from your applicant entity's profile. If any of the non-editable information is incorrect, or you wish to change the information, please update your profile first by going to your entity record, and clicking Manage Organization from the Related Actions menu. If you do not have access to Manage Organization, please contact your applicant entity's account administrator or create a customer service case to request updates to your applicant entity's profile.

Entity Information

FSCS Code	Urban/Rural Status	School District in which the main branch is located	School District Number in which the main branch is located	Library System Attribute
	Rural	School District 1	145	Public Library System

This information about your library system is pulled from the E-rate Productivity Center Profile. The FSCS (Federal-State Cooperative System) Code is optional. Save & Continue.

BACK   DISCARD FORM   SAVE & SHARE   SAVE & CONTINUE

Related Entities

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category One - Form # 181000135

Last Saved: 1/15/2018 8:09 PM EST

Basic Information   Entity Information

We've completed this section of the form based on information from your a... first
by going to your entity record, and clicking Manage Organization from the R... te a
customer service case to request updates to your applicant entity's profile.

If any information about branches is incorrect, you'll have to make notes in the narrative because EPC profiles were locked 1/10/18.

Related Entity(ies) Information

Library systems derive their discount rate in part based on the student count from the school district in which the main branch is located.

Name ↑	Entity Number	FSCS Code	Local e Code	Urban/ Rural Status	NIF	Total square footage of library outlet	Is this the main branch?	School District in which the main branch is located	School District Number in which the main branch is located	Library Attributes	Annexes
Loganville Branch Library	209			Rural	Yes		No				View Annexes
Pioneer County Bookmobile	211			Rural	No	120	No			Public Library, Bookmobile	View Annexes
Pioneer County Public Library Main Branch	210			Rural	No	16000	Yes	School District 1	145	Public Library, Main Branch	View Annexes

FCC Form 471 Help

Show Help

BACK   DISCARD FORM

SAVE & CONTINUE

Annexes are mostly used by schools. I don't think any Kentucky libraries need to assign annexes.

Discount Calculation

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category One - Form # 181000135

Last Saved: 1/15/2018 8:09 PM EST

Basic Information   Entity Information

We've completed this section of the form based on information from you...
information, please update your profile first by going to your entity recor...
Organization, please contact your applicant entity's account administrato...

Requested Discount Calculation

More than 50 percent of your library outlets/branches must be rural...

This discount rate has not been approved for the current year

Associated School District Full-time Enrollment	Associated School District NSLP Count	Associated School District NSLP Percentage	Library System Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate	Voice Discount Rate
801	744	93%	Rural	90%	85%	10%

SHOW ADDITIONAL INFORMATION

FCC Form 471 Help

Show Help

BACK   DISCARD FORM   SAVE & CONTINUE

> EPC automatically pulls the urban/rural status from your library system's profile and the school lunch data from the appropriate district's profile.

> SPECIAL NOTE: If voice service discounts have been phased out for your library, you will see pop-up reminder when you click on Save & Continue.

Example FRN: Internet

Example of a funding request for monthly internet service under a new contract

Adding Funding Requests

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category One - Form # 181000135

Last Saved: 1/15/2018 8:09 PM EST

| Basic Information | Entity Information | Funding Requests | Connectivity Information | Certify |

This page displays all of the funding requests for this application. From here you can create a new FRN, or edit or delete an existing one.

Funding Requests

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

☐	FRN ↓	Nickname	Number of FRN Line Items	FRN Calculation
	You haven't created any Funding Requests (FRNs) yet. Click the "Add FRN" button to start creating your first FRN			

ADD FRN | EDIT FRN | REMOVE FRN

FCC Form 471 Help

Show Help

BACK | DISCARD FORM

SAVE & SHARE | CONTINUE TO CERTIFICATION

Adding Funding Request Numbers (FRNs) is a two-step process: Add FRN, then Manage FRN Line Items.

Funding Request Key Information

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category One - Form # 181000135

Last Saved: 1/15/2018 8:09 PM EST

| Basic Information | Entity Information | Funding Requests | Connectivity Information | Certify |

On this page, you will select a nickname and the service type of the product and services that you are requesting

Funding Request Key Information

Please enter a Funding Request Nickname here ❓ *

> Main internet 2018

Enter a nickname for the FRN.

Is this Funding Request a continuation of an FRN from a previous funding year?

[YES] [**NO ✓**]

If this service is still under a contract that was listed on last year's Form 471, list that FRN.

Copy FRN

If you want to copy an existing Funding Request, select Copy F[RN]

[**COPY FRN**]

The Copy FRN function works only with FRNs from FY 2016-17 and forward – you can copy everything from another FRN and make updates.

Service Type

What is the service type of the product and services that you are requesting?

> Data Transmission and/or Internet Access

For Category One, the Service Type choices are Voice or Data Transmission and Internet Access.

FCC Form 471 Help

Show Help

[CANCEL]   [CONTINUE]

FRN Contract

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category One - Form # 181000135

Last Saved: 1/15/2018 8:09 PM EST

| Basic Information | Entity Information | **Funding Requests** | Connectivity Information | Certify |

Next, you will identify the purchasing agreement type for the product and services you are requesting.

FRN Contract

How are the services for this FRN being purchased?

Contract information is stored in your Profile; you can add a new Contract at any time. Details about your Tariff and Month-to-Month services will be entered in your FRN.

| CONTRACT ✓ | TARIFF | MONTH-TO-MONTH |

FCC Form 471 Help

Show Help

BACK   CANCEL

CONTINUE

Choose whether the purchase of this service is Contract, Tariff, or Month-to-Month. If you choose Contract, you must add the contract information to your library's profile.

Associate a Contract (1/2)

FCC Form 471 - Funding Year 2018

Pioneer County Public Library Sy

Last Saved: 1/15/2018 8:09 PM EST

Basic Information   Entity Inform

Next, you will associate a contract to your FRN. Please s

∨Associate a Contract

Search by Creating Organization BEN

| 208 |

Search by Nickname (All or Partial)

| pioneer county internet |

Search by Contract ID

| |

Search by Contract No.

| |

If you choose Contract, you must search through contracts added to your library system's profile. By default, you can click on search to see all contracts associated with the library's BEN.

CLEAR FILTER   SEARCH

☑	Contract ID	Contract Number	Nickname	Award Date	Creating Organization BEN
☑	4833	52816	Pioneer County Internet 2018	1/10/2018	208

Check the box beside the appropriate contract, and the contract details will appear below – see next slide.

Associate a Contract (2/2)

Contract Summary - Pioneer County Internet 2018

Contract Number 52816

Establishing FCC Form 470 #180000322

Award Date 1/10/2018

Expiration Date (All Extensions) 6/30/2023

Account Number 555-555-5555

Service Provider USAC Service Provider Organization 1 (SPIN: 14010001)

Includes Voluntary Extensions? Yes

> When you check a contract from the search results, the Contract Summary will appear.

Pricing Confidentiality

There is no rule, statue, or other restriction which prohibits publication of the specific pricing information for this contract.

Contract Information (Additional)

What is the service start date? ❓ *

07/01/2018

Enter the date when services will start for this Funding Year

What is the date your contract expires for the current term of the contract? ❓ *

06/30/2021

FCC Form 471 Help

Show Help

> The service start date will automatically appear as 7/1/2018. Add the contract expiration date (without voluntary extensions you haven't exercised.)

BACK   CAN...   CONTINUE

Fiber Request Key Information

Next, you will designate whether this FRN includes a Fiber Request.

Fiber Request Key Information

Does this FRN include a request for any of the following eligible broadband options?

- **Special construction.** One-time, upfront costs associated with building out leased lit fiber, leased dark fiber, or a self-provisioned network (i.e. special construction charges); and/or
- **Maintenance and operations.** Costs associated with the maintenance and operations for either a leased dark fiber or self-provisioned network; and/or
- **Network equipment.** Costs associated with the purchase of Network Equipment needed to make leased dark fiber or a self-provisioned network functional (e.g., modulating electronics and other equipment).

If any of the above apply, select "Yes" below.

Select "No" if you are only seeking support for the monthly recurring cost~~~~~~~~~~~~~~~~~~~~~~g payments on a dark fiber lease or IRU).

Notes:

- If you are seeking support for both the Special Construction, Mainten~~~~~~~~~~~~~~~~~~~~~~ring costs associated with leased lit fiber or a dark fiber lease/IRU, then you create multiple~~~~~~~~~~~~~~~~~~~~~~ based the specific services that are included in that FRN.
- If you select "Yes" below, you should create separate FRNs for specia~~~~~~~~~~~~~~~~~~~~~~work Equipment charges. If charges for M&O and Network Equipment are bundled~~~~~~~~~~~~~~~~~~~~~~work Equipment/M&O FRN option.

YES   **NO✓**

> You must indicate whether Category One Internet requests include dark fiber, self-provisioning, or special construction charges. Most libraries will answer no to this question.

FCC Form 471 Help

Show Help

BACK   CANCEL   CONTINUE

Narrative

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category One - Form # 181000135

Last Saved: 1/15/2018 8:09 PM EST

Basic Information	Entity Information	**Funding Requests**	Connectivity Information	Certify

Narrative

Provide a brief explanation of the products and services that you are requesting, or provide any other relevant information regarding this Funding Request. You should also use this field to describe any updates to your entity data, such as revised student counts, entity relationships, etc, that you were unable to make after the close of the Administrative filing window for profile updates. These changes will be addressed during the application review process. *

Monthly 100x100 Mbps fiber internet for the main library and 5 static IP addresses

Click th   dding
FRN Li

FCC

Show h

Enter a brief explanation for your request. If your library needs multiple internet providers due to capacity issues, for example, it would be helpful to further explain that one source is for staff use, the other for public use, etc. to avoid questions about 'duplicative services' during application review.

BACK   CANCEL   SAVE & CONTINUE

Manage FRN Line Items

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category One - Form # 181000135

Last Saved: 1/15/2018 8:31 PM EST

| Basic Information | Entity Information | Funding Requests | Connectivity Information | Certify |

This page displays all of the funding requests for this application. From here you can create a new FRN, or edit or delete an existing one.

Funding Requests

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

☐	FRN ↓	Nickname	Number of FRN Line Items	FRN Calculation
☐	1899000132	Main internet 2018	0	

ADD FRN   EDIT FRN   REMOVE FRN

FCC Form 47

Show Help

BACK   DISCARD

The second part of adding a funding request is to Manage FRN Line Items. Click on the funding request number.

SAVE & SHARE   CONTINUE TO CERTIFICATION

Add New FRN Line Item

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category One - Form # 181000135

Last Saved: 1/15/2018 8:31 PM EST

| Basic Information | Entity Information | **Funding Requests** | Connectivity Information | Certify |

This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service.

FRN Line Items for FRN #1899000132 - Main internet 2018

☐	FRN Line Item Number	↓	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
	You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your first FRN Line Item.						

ADD NEW FRN LINE ITEM REMOVE FRN LINE ITEM BULK UPLOAD

FCC Form 471 Help

Show Help

BACK DISCARD FORM

SAVE & SHARE CONTINUE

Add as many line items for this service as needed. Most Category One requests will have only 1 line item.

Product and Service Details

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category One

Last Saved: 1/15/2018 8:31 PM EST

Basic Information   Entity Information   **Funding Requests**   Connectivity Information

Please enter Product and Service Details Information for this Data Transmission and/or Internet Access Line Item

Product and Service Details for new FRN Line Item for FRN #1899000132 - M

Purpose ❓ *
- ⦿ Internet access service that includes a connection from any applicant site directly to the Internet Service Provider
- ○ Data Connection between two or more sites entirely within the applicant's network
- ○ Data connection(s) for an applicant's hub site to an Internet Service Provider or state/regional network where Internet access
- ○ Internet access service with no circuit (data circuit to ISP state/regional network is billed separately)

Function ❓ *

Fiber

Type of Connection *

Ethernet

FCC Form 471 Help

Show Help

CANCEL   CONTINUE

Most libraries will choose the 1st purpose which combines internet with transport. Libraries with a Wide Area Network (WAN) may choose the 2nd purpose for their transport circuit connecting branches.

You must also choose the Function and then Type of Connection.

See next slide for tables on internet functions and types of connections.

Internet/Transport FRNs – Functions, Connections

Internet/Transport - Functions	Internet/Transport – Types of Connection
Fiber	DS-1
	DS-3
	DS-4
	Dark Fiber (No Special Construction)
	Dark Fiber IRU (No Special Construction)
	OC-1
	OC-3
	OC-12
	OC-24
	OC-48
	OC-192
	OC-256
	OC-768
	Switched Multimegabit Data Service
	OC-N (TCM Fiber)
	Digital Subscriber Line
	Ethernet
	MPLS
Copper	ATM
	ISDN-BRI
	Cable Modem
	T-1
	T-3
	T-4
	T-5
	Digital Subscriber Line (DSL)
	Ethernet
	Fractional T-1
	Frame Relay
	Switched Multimegabit Data Service

Internet/Transport - Functions	Internet/Transport – Types of Connection
Wireless	Microwave
	Satellite Service
	Data plan for portable device
	Wireless data service
Other	Broadband Over Power Lines
	Radio Loop
	Other (enter Type of Connection)
Miscellaneous	Maintenance and Technical Support
	Installation, Activation, and Initial Configuration
	Taxes and USF Fees

If you aren't sure what Type of Connection you have, ask your service provider to look at this list and tell you.

Bandwidth Speed

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category One - Form # 181000135

Last Saved: 1/15/2018 8:31 PM EST

| Basic Information | Entity Information | **Funding Requests** | Connectivity Informat... |

Please enter Bandwidth Speed Information for this Data Transmission and/or Internet Access Line Item

Bandwidth Speed for new FRN Line Item for FRN #1899000132 - Main internet

Bandwidth Download Speed *

100.000

Burstable Bandwidth?

YES   **NO ✓**

Bandwidth Download Units *

Mbps ▾

Bandwidth Upload Speed *

100.000

Please specify the upload speed if it is different than the download speed.

Bandwidth Upload Units *

Mbps ▾

FCC Form 471 Help

Show Help

BACK   CANCEL   CONTINUE

> Enter the bandwidth speed and select the appropriate unit of speed (most libraries will select Mbps for megabits per second). Also answer the question about burstable bandwidth (most libraries don't have this).

Connection Information

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category One - Form # 181000135

Last Saved: 1/15/2018 8:31 PM EST

| Basic Information | Entity Information | **Funding Requests** | Connectivity Information | Certify |

Please enter Connection Information for this Data Transmission and/or Internet Access Line Item

Connection Information for new FRN Line Item for FRN #1899000132 - Main internet 2018

Is this a direct connection to a single school, library or a NIF for Internet access? ❓ *

Note: If the request is for direct connections, you will be required to allocate the total number of lines (monthly quantity) among the recipients listed for this line item.

YES ✓ | NO

Is this a connection between eligible schools, libraries and NIFs (i.e., a connection that provides a "Wide area network")? ❓ *

YES | **NO ✓**

Does this include firewall services? *

YES | **NO ✓**

This question asks whether your internet service provider handles firewall service for you. Most libraries will answer no.

FCC Form 471 Help

Show Help

Most libraries should indicate Yes – direct connection to a single library and No to the question about wide area networks.

BACK | CA... | CONTINUE

Cost Calculation

Cost Calculation for new FRN Line Item for FRN #1899000132 - Main internet 2018

Monthly Cost	
Monthly Recurring Unit Cost	$175.00
Monthly Recurring Unit Ineligible Costs	$0.00
Monthly Recurring Unit Eligible Costs	= $175.00
Monthly Quantity	1
Total Monthly Eligible Recurring Costs	= $175.00
Months of Service	x 12
Total Eligible Recurring Costs	= $2,100.00

One-Time Cost	
One-time Unit Cost	$200.00
One-time Ineligible Unit Cost	$0.00
One-time Eligible Unit Cost	= $200.00
One-time Quantity	1
Total Eligible One-time Costs	= $200.00

Summary	
Total Eligible Recurring Costs	$2,100.00
Total Eligible One-time Costs	+ $200.00
Pre-Discount Extended Eligible Line Item Cost	= $2,300.00

˅More Help with the Costs Above

Monthly Recurring Cost: This is the monthly amount charged by your service provider for each connection included in the Monthly Quantity field.

Monthly Recurring Ineligible Costs: Indicate any portion of the Monthly [...] Costs that is not eligible for E-rate support.

One-time Cost: This is the one-time amount charged by your service provider for each connection included in the One-Time Quantity field.

[...] e One-time Cost that is not

Enter cost information in **ALL** fields. Click on 'More Help' to view definitions for each field.

Select Recipients

Manage Recipients of Service

Is every entity for this organization receiving service?

| YES | **NO ✓** |

All Entities

Search by BEN

[   ]

Please select the organizations you wish to include as recipients of service for this FRN and click the Add button. You can find all entities in a school district or library system by entering the district or system entity number in the field above.

☐	BEN	BEN Name
☑	210	Pioneer County Public Libr...
☐	211	Pioneer County Bookmobi...
☐	209	Loganville Branch Library

ADD

Selected Entities

☐	BEN	BEN Name

Library systems with multiple branches must indicate which branches are receiving the services listed on the FRN. If all branches are receiving the service, answer Yes to the first question and continue to the next page.

If only one or some branches, then answer No to the first question, check the box beside the branch(es) to receive service, and then click the Add button. Those entities will then appear under Selected Entities.

Recipients of Service

Recipients of Service for FRN Line Item #1899000132.001

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category One - Form # 181000135

Last Saved: 1/15/2018 8:46 PM EST

Basic Information	Entity Information	Funding Requests	Connectivity Information	Certify

Next, you will review the Recipients Of Service selected for this line item. If any updates are needed, please go back to the previous page and update the selected Recipients of Service accordingly.

Recipients of Service for FRN Line Item #1899000132.001

BEN	Name	↑
210	Pioneer County Public Library Main Branch	

FCC Form 471 Help

Show Help

BACK   CANCEL   CONTINUE

The recipient(s) of service selected on the previous page will be listed. Click on Continue to return to the FRN Line Items page.

FRN Line Items Page

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category One - Form # 181000135

Last Saved: 1/15/2018 8:46 PM EST

| Basic Information | Entity Information | **Funding Requests** | Connectivity Information | Certify |

This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service.

FRN Line Items for FRN #1899000132 - Main internet 2018

	FRN Line Item Number ↓	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
☐	1899000132.001	Fiber	Ethernet	1	1	$2,300.00

ADD NEW FRN LINE ITEM   REMOVE FRN LINE ITEM   **BULK UPLOAD**

FCC Form 471 Help

Show Help

BA...   SAVE & SHARE   CONTINUE

> The line item page will show the total eligible charges requested for each line item; most Category One requests have only one line item. Click on Continue to return to the Funding Requests page.

Funding Requests Page

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208

Last Saved: 1/15/2018 8:46 PM EST

Basic Information	Entity Information	F

This page displays all of the funding requests for this application. From here yo

Funding Requests

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

	FRN	↓	Nickname	Number of FRN Line Items	FRN Calculation
☐	1899000132		Main internet 2018	1	$2,070.00

ADD FRN   EDIT FRN   REMOVE FRN

BACK   DISCARD FORM

SAVE & SHAR   CONTINUE TO CERTIFICATION

Once you've completed the line item(s) for an FRN, the Funding Requests page will apply the appropriate discount rate to show how much funding is being requested for the FRN.

If you have more Category One funding requests to add, click on the green add FRN button.

If all FRNs have been completed, click on Continue to Certification. This will take you to a page that lists Connectivity Questions, and then on to Certification. See a later slide section for handling this part of the form.

Example FRN: Internet

Example of a funding request for internet under a continuing contract

Adding Funding Requests

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category One - Form # 181000135

Last Saved: 1/15/2018 8:46 PM EST

| Basic Information | Entity Information | **Funding Requests** | Connectivity Information | Certify |

This page displays all of the funding requests for this application. From here you can create a new FRN, or edit or delete an existing one.

Funding Requests

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

	FRN ↓	Nickname	Number of FRN Line Items	FRN Calculation
☐	1899000132	Main internet 2018	1	$2,070.00

ADD FRN   EDIT FRN   REMOVE FRN

FCC Form 471 Help

Show Help

BACK   DISCARD FORM   & SHARE   CONTINUE TO CERTIFICATION

Adding Funding Request Numbers (FRNs) is a two-step process: Add FRN, then Manage FRN Line Items.

Funding Request Key Information

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category One - Form # 181000135

Last Saved: 1/15/2018 8:46 PM EST

| Basic Information | Entity Information | **Funding Requests** | Connectivity Information | Certify |

On this page, you will select a nickname and the service type of the product and s

Funding Request Key Information

Please enter a Funding Request Nickname here ❓ *

Internet Loganville continuing contract

Enter a nickname for the FRN.

Is this Funding Request a continuation of an FRN from a previous funding year?

YES   **NO ✓**

Copy FRN

If you want to copy an existing Fu nding

COPY FRN

Clicking on Copy FRN will take you to a page where you can search for the previous FRN. All the details from the previous FRN will be added to the form. You can make updates if needed, but this feature saves you time if the service is still under contract and no changes in service have been made

Copy FRN: Search

Pioneer County Public Library System (BEN:

Last Saved: 1/15/2018 8:46 PM EST

Basic Information   Entity Information

To search for the FRN you wish to copy, please enter either the FCC Form 471 number or the FRN number. You do not need to enter both the application number and the FRN.

Search for FRN

Search by FCC Form 471

Search by FRN Number

1799000050

CLEAR FILTERS | SEARCH

Select an FRN

	FCC Form 471	↓	FRN Number	FRN Nickname	Service Type	Service Provider Name
☑						
☑	171003222		1799000050	Internet Loganville	Data Transmission and/or Internet Access	USAC Service Provider Organization 3

FCC Form 471 Help

Show Help

To search for an FRN to copy into this year's form, you'll need to know the FRN number or the Form 471 # it appeared on.

Check the box beside the FRN you want to copy, then click on continue.

CONTINUE

Copy FRN – Pop-Up Warning

Pioneer County Public Library System (RFN: 208) - FY 2018-19 Category One - Form # 181000135

Last Saved: 1/15/2018 8:46 PM EST

If you continue, FRN data will copy and may take up to one minute to complete. Do you wish to continue?

NO   YES

| Basic Information | Entity Information | Information | Certify |

to search for the FRN you wish to copy, please enter... to enter both the application number and the FRN.

Search for FRN

Search by FCC Form 471

Search by FRN Number

1799000050

SEARCH

Select an FRN

You'll receive a pop-up warning to let you know that it will take a minute for the FRN to copy to this year's form. Click on Yes to continue.

☑	FCC Form 471 ↓	FRN Number	FRN Nickname	Service Type	Service Provider Name
☑	171003222	1799000050	Internet Loganville	Data Transmission and/or Internet Access	USAC Service Provider Organization 3

FCC Form 471 Help

Copy FRN – Wait to Refresh

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category One - Form # 181000135

Last Saved: 1/15/2018 8:46 PM EST

Basic Information	Entity Information	**Funding Requests**	Connectivity Information	Certify

FRN is copying and may take up to one minute to complete. Please hit refresh to check if FRN copy is complete.

REFRESH

While the FRN is being copied to the form, you'll see a spinning circle. Wait about 20 seconds before you click on Refresh. If you click too soon, EPC will start the copy process again and you'll have to wait.

Copy FRN – Successful

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category One - Form # 181000135

Last Saved: 1/15/2018 8:46 PM EST

| Basic Information | Entity Information | **Funding Requests** | Connectivity Information | Certify |

FRN has been successfully copied.

Program rules prohibit the funding of duplicate services, which means different funding requests cannot contain services that provide the same functionality to the same population in the same location during the same period of time.

Your FRN has been copied in your current FCC Form 471. As you navigate through the FRN, you must review all of the copied data. Please keep in mind:

- To the extent that the current year form does not have the same fields as the form you are copying, the data will not be copied.
- Copy FRN will not copy Service Start and Service End Dates. When entering these Start and End dates, please ensure that the Recipients of Service and the appropriate cost in the line items are correct if the months of service are different from the original FRN.
- Copy FRN will copy all Recipients of Service. Please make sure that the Recipients of Service associated with each line item are valid for the current Funding Year.

You can now edit the copied FRN.

CONTINUE

After clicking on Refresh, you'll see the notice above if the FRN was copied successfully. Click on Continue

Back to Funding Request Key Info

Funding Request Key Information

Please enter a Funding Request Nickname here ❓ *

Internet Loganville continuing contract

Is this Funding Request a continuation of an FRN from a previous funding year?

YES✓ | NO

Previous Year FRN Number *

1799000050

The question about FRN continuation will match what was entered on the previous year's form.
You can change the answer to Yes and enter the FRN Number if needed.

Service Type

What is the service type of the product and services that you are requesting?

Please delete all line items for this Funding Request if you wish to modify the Service Type

Data Transmission and/or Internet Access ▼

FCC Form 471 Help

Show Help

CONTINUE

Once the previous FRN is copied to the form, the answers to the questions about continuation of an FRN and the Service Type will automatically display. Click on Continue.

FRN Contract

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category One - Form # 181000135

Last Saved: 1/15/2018 8:46 PM EST

Basic Information	Entity Information	**Funding Requests**	Connectivity Information	Certify

Next, you will identify the purchasing agreement type for the product and services you are requesting.

FRN Contract

How are the services for this FRN being purchased?

Contract information is stored in your Profile; you can add a new Contract at any time. Details about your Tariff and Month-to-Month services will be entered in your FRN.

CONTRACT ✓   TARIFF   MONTH-TO-MONTH

FCC Form 471 Help

Show Help

BACK   CANCEL

CONTINUE

The purchase type—Contract—will already be checked since this information was pulled from the previous FRN. Click on Continue.

Update Contract Expiration

SEARCH FOR CONTRACTS

Contract Summary - 2016-2019 cable internet

Contract Number 123454322111

Establishing FCC #160000179
Form 470

Award Date 2/15/2016

Expiration Date (All Extensions)

The summary for the contract on the copied FRN will appear automatically.

Remaining Voluntary
Extensions

Total Remaining
Contract Length

Pricing Confidentiality

There is no rule, statue, or other restriction which prohibits publication of the specific pricing information for this contract.

Contract Information (Additional)

What is the service start date? ❓ *

07/01/2018

Enter the date when services will start for this Funding Year

What is the date your contract expires for the current term of the contract? ❓ *

06/30/2019

FCC Form 471 Help

Show Help

Update the service start date and contract expiration. Services for FY 2018-19 should start on 7/1/2018. The contract expiration should already appear, but you may need to update it if your library has agreed to a voluntary extension.

Fiber Request Key Information

Fiber Request Key Information

Does this FRN include a request for any of the following eligible broadband options?

- **Special construction.** One-time, upfront costs associated with building out leased lit fiber, leased dark fiber, or a self-provisioned network (i.e. special construction charges); and/or
- **Maintenance and operations.** Costs associated with the maintenance and operations for either a leased dark fiber or self-provisioned network; and/or
- **Network equipment.** Costs associated with the purchase of Network Equipment needed to make leased dark fiber or a self-provisioned network functional (e.g., modulating electronics and other equipment).

If any of the above apply, select "Yes" below.

Select "No" if you are only seeking support for the monthly recurring costs for either a leased lit fiber service or a leased dark fiber service (i.e., recurring payments on a dark fiber lease or IRU).

Notes:

- If you are seeking support for both the Special Construction, Mainten[...]s associated with leased lit fiber or a dark fiber lease/IRU, then you create multiple [...]he specific services that are included in that FRN.
- If you select "Yes" below, you should create separate FRNs for special [...]ipment charges. If charges for M&O and Network Equipment are bundled pu[...]pment/M&O FRN option.

YES   NO ✓

FCC Form 471 Help

Show Help

BACK   CANCEL

CONTINUE

The question about special construction, self-provisioning, and dark fiber will already be answered 'No' since the copied FRN didn't include those services. Click on Continue.

Narrative

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category One - Form # 181000135

Last Saved: 1/15/2018 8:46 PM EST

Basic Information	Entity Information	Funding Requests	Connectivity Information	Certify

Narrative

Provide a brief explanation of the products and services that you are requesting, or provide any other relevant information regarding this Funding Request. You should also use this field to describe any updates to your entity data, such as revised student counts, entity relationships, etc, that you were unable to make after the close of the Administrative filing window for profile updates. These changes will be addressed during the application review process. *

cable internet for Loganville Branch under contract

Update the narrative field, if needed. Save & Continue.

Click the "Save & Continue" button to complete this step of the FRN creation process. On the next screen, click on the FRN number that was just created to begin adding FRN Line Items and the associated Recipients of Service. If you wish to start another FRN without adding FRN Line Items, click the "Add FRN" button.

FCC Form 471 Help

Show Help

BACK   CANCEL   SAVE & CONTINUE

Funding Requests Page

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN:

Last Saved: 1/15/2018 9:40 PM EST

| Basic Information | Entity Information |

This page displays all of the funding requests for this application. From h

Funding Requests

To create or update specific FRN Line Item(s), please click on the FRN number h

	FRN	↓	Nickname	Number of FRN Line Items	FRN Calculation
☐	1899000133		Internet Loganville continuing contract	1	$540.00
☐	1899000132		Main internet 2018	1	$2,070.00

ADD FRN EDIT FRN REMOVE FRN

RTIFICATION

BEST PRACTICE: Click on the FRN Number to go to the line item page. Review each line item, particularly checking for one-time fees like installation that should be removed for the 2nd, 3rd, etc. years of the contract.

If you have more Category One funding requests to add, click on the green add FRN button.

If all FRNs have been completed, click on Continue to Certification. This will take you to a page that lists Connectivity Questions, and then on to Certification. See a later slide section for handling this part of the form.

Example FRN: Voice Service

Example of a funding request for monthly landline phone service paid month-to-month

Adding Funding Requests

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category One - Form # 181000135

Last Saved: 1/15/2018 9:40 PM EST

Basic Information	Entity Information	**Funding Requests**	Connectivity Information	Certify

This page displays all of the funding requests for this application. From here you can create a new FRN, or edit or delete an existing one.

Funding Requests

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

☐	FRN ↓	Nickname	Number of FRN Line Items	FRN Calculation
☐	1899000133	Internet Loganville continuing contract	1	$540.00
☐	1899000132	Main internet 2018	1	$2,070.00

ADD FRN   EDIT FRN   REMOVE FRN

FCC Form 471 Help

Show Help

BACK   DISCARD FORM   & SHARE   CONTINUE TO CERTIFICATION

Adding Funding Request Numbers (FRNs) is a two-step process: Add FRN, then Manage FRN Line Items.

Funding Request Key Information

Funding Request Key Information

Please enter a Funding Request Nickname here ❓ *

Phones Main

Is this Funding Request a continuation of an FRN from a previous funding year?

YES   NO ✓

Enter a nickname for the FRN.

If the service isn't under a continuing contract, click No.

Copy FRN

If you want to copy an existing Funding Request, select C...

COPY FRN

The Copy FRN function works only with FRNs from FY 2016-17 and forward – you can copy everything from another FRN and make updates.

Service Type

What is the service type of the product and services that you are requesting?

Voice   ▾

FCC Form 471 Help

Show Help

For Category One, the Service Type choices are Voice or Data Transmission and Internet Access.

CANCEL   CONTINUE

FRN Contract

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category One - Form # 181000135

Last Saved: 1/15/2018 9:40 PM EST

| Basic Information | Entity Information | **Funding Requests** | Connectivity Information | Certify |

Next, you will identify the purchasing agreement type for the product and services you are requesting.

FRN Contract

How are the services for this FRN being purchased?

Contract information is stored in your Profile; you can add a new Contract at any time. Details about your Tariff and Month-to-Month services will be entered in your FRN.

| CONTRACT | TARIFF | **MONTH-TO-MONTH ✓** |

FCC Form 471 Help

Show Help

BACK   CANCEL

CONTINUE

Choose whether the purchase of this service is Contract, Tariff, or Month-to-Month. When Month-to-Month is selected, you'll enter more details about the service provider and bidding process.

Establishing FCC Form 470 (1/2)

Pioneer County Public Library System

Last Saved: 1/15/2018 9:40 PM EST

Basic Information   Entity Information

Next, you will associate an FCC Form 470 to your purchasing agr

Establishing FCC Form 470

How many bids were received? *

3

Enter the number of bids that you received for this product or service.

Was an FCC Form 470 posted for the product and/or services you are requesting?

[YES ✓] [NO]

Use the search tool below to find the establishing FCC Form 470.

Enter the number of bids received for the service being request, then check yes to indicate that a Form 470 was posted this year.

Establishing FCC Form 470 (2/2)

By default, the Form 470 search is set to search for all 470s associated with the library system BEN, but you can use other search fields if needed.

Search FCC Forms 470

Search by FCC Form 470 Number

Search by Nickname (Partial or Full)
FY 2018-19

Search by BEN
208

CLEAR FILTERS   SEARCH

	FCC Form 470 Number	Nickname ↑	Funding Year	BEN	BEN Name	Allowable Contract Date	Service Type
☐	180000307	FY 2018-19 Bookmobile Cellular Data (Hotspot or Phone) Example	2018	208	Pioneer County Public Library System	1/1/2018	Internet Access and/or Telecommunications
☐	180000382	FY 2018-19 cat 1	2018	208	Pioneer County Public Library System	2/2/2018	Internet Access and/or Telecommunications
☐	180000327	FY 2018-19 Category One request - live demo	2018	208	Pioneer County Public Library System	1/4/2018	Internet Access and/or Telecommunications
☑	180000322	FY 2018-19 Category One Service Requests	2018	208	Pioneer County Public Library System	1/4/2018	Internet Access and/or Telecommunications
☐	180000317	FY 2018-19 Firew					Internal Connections

‹ 1 – 5 of 12 ›

Check the box beside the Form 470 on which the request for service was made, then click on Continue.

FCC Form 471 Help

Show Help

BACK   CANCEL   CONTINUE

Service Provider

Service Provider

Account Number (e.g., billed telephone number)

555-555-5555

If your service provider has given you one or more Account Numbers, please enter them

Use the search tool below to find the establishing service provider

Search Service Providers

Search by SPIN

14010002

Search by Name (Full or Partial)

CLEAR FILTERS | SEARCH

☑	SPIN	Name	Doing Business As	State
☑	14010002	USAC Service Provider Organization 2		VA

BACK

CONTINUE

Enter the account number(s) for this service

Search for the service provider – using the Service Provider Identification Number (SPIN) is best. Check the box beside the correct result and click on Continue.

Dates

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category One - Form # 181000135

Last Saved: 1/15/2018 9:40 PM EST

| Basic Information | Entity Information | Funding Requests | Connectivity Information | Certify |

Next, you will identify the start and end dates for the services you are requesting.

Dates

What is the service start date? ❓ *

07/01/2018

Enter the date when services will start for this Funding Year

When will the services end? *

06/30/2019

BACK   CANCEL

CONTINUE

By default, EPC will list the service start date for FY 2018-19 FRNs as 7/1/2018. To cover the entire funding year, month-to-month services should end 6/30/2019.

Pricing Confidentiality

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category One - Form # 181000135

Last Saved: 1/15/2018 9:40 PM EST

| Basic Information | Entity Information | **Funding Requests** | Connectivity Information | Certify |

Next, you will identify any pricing confidentiality restrictions for the product or services you are requesting.

Pricing Confidentiality

Is there a statute, rule, or other restriction which prohibits publication of the specific pricing information for this contract?

YES | NO ✓

There should not be any restrictions on publishing the pricing. Click on No and then Continue.

BACK | CANCEL | CONTINUE

Narrative

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category One - Form # 181000135

Last Saved: 1/15/2018 9:40 PM EST

Basic Information	Entity Information	**Funding Requests**	Connectivity Information	Certify

Narrative

Provide a brief explanation of the products and services that you are requesting, or provide any other relevant information regarding this Funding Request. You should also use this field to describe any updates to your entity data, such as revised student counts, entity relationships, etc, that you were unable to make after the close of the Administrative filing window for profile updates. These changes will be addressed during the application review process. *

Local and long distance for 5 lines at Main Branch

Clic... adding
FRN...

FC...

Sh...

BACK | CANCEL | SAVE & CONTINUE

Enter a brief explanation for your request. For phone service requests, you should indicate how many phone lines you have and whether the service covers local calling, long distance calling, or both. Click on Save & Continue to return to the main Funding Request page.

Manage FRN Line Items

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category One - Form # 181000135

Last Saved: 1/15/2018 10:07 PM EST

| Basic Information | Entity Information | Funding Requests | Connectivity Information | Certify |

This page displays all of the funding requests for this app

The second part of adding a funding request is to Manage FRN Line Items. Click on the funding request number.

Funding Requests

To create or update specific FRN Line Item(s), please click on

	FRN ↓	Nickname	Number of FRN Line Items	FRN Calculation
☐	1899000134	Phones Main	0	
☐	1899000133	Internet Loganville continuing contract	1	$540.00
☐	1899000132	Main internet 2018	1	$2,070.00

ADD FRN   EDIT FRN   REMOVE FRN

FCC Form 471 Help

Show Help

Please specify FRN Line Items for all your Funding Requests by clicking on the FRN number in the grid above.

BACK   DIS...   ...CONTINUE TO CERTIFICATION

If you forget to add any line items to the FRN, the system will show an error message to remind you before you advance to the next section.

Add New FRN Line Item

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category One - Form # 181000135

Last Saved: 1/15/2018 10:07 PM EST

| Basic Information | Entity Information | Funding Requests | Connectivity Information | Certify |

This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service.

FRN Line Items for FRN #1899000134 - Phones Main

	FRN Line Item Number	↓	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
	You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your first FRN Line Item.						

ADD NEW FRN LINE ITEM   REMOVE FRN LINE ITEM   BULK UPLOAD

FCC Form 471 Help

Show Help

BACK   DISCARD FORM

SAVE & SHARE   CONTINUE

Add as many line items for this service as needed. Most Category One requests will have only 1 line item.

Product and Service Details

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category One - Form # 181000135

Last Saved: 1/15/2018 10:07 PM EST

Basic Information — Entity Information — **Funding Requests** — Connectivity Information — Certify

Please enter Product and Service Details Information for this Voice Line Item

Product and Service Details for new FRN Line Item for FRN #1899000134 - Phones Main

Function ❓ *

Voice ▼

Type of Connection *

Local/Long Distance Service ▼

You must also choose the Function and then Type of Connection.

FCC Form 471 Help

Show Help

CANCEL   CONTINUE

See next slide for table on voice service functions and types of connections.

Voice FRNs – Functions, Connections

Voice – Functions	Voice – Types of Connection
Voice	Local Phone Service Only
	Long Distance Phone Service Only
	Local/Long Distance Service
	800 Service
	POTS
	Interconnected VoIP Service
	ISDN – PRI
	Cellular Voice including Data and/or Text Messaging
	Cellular Voice w/ no Data and/or Text Messaging
Miscellaneous	Maintenance and Technical Support
	Installation, Activation, and Initial Configuration
	Taxes and USF Fees

Cost Calculation

Cost Calculation for new FRN Line Item for FRN #1899000134 - Phones Main

Monthly Cost	
Monthly Recurring Unit Cost	$30.00
Monthly Recurring Unit Ineligible Costs	$0.00
Monthly Recurring Unit Eligible Costs	= $30.00
Monthly Quantity	5
Total Monthly Eligible Recurring Costs	= $150.00
Months of Service	x 12
Total Eligible Recurring Costs	= $1,800.00

One-Time Cost	
One-time Unit Cost	$0.00
One-time Ineligible Unit Cost	$0.00
One-time Eligible Unit Cost	= $0.00
One-time Quantity	0
Total Eligible One-time Costs	= $0.00

Summary	
Total Eligible Recurring Costs	$1,800.00
Total Eligible One-time Costs	+ $0.00
Pre-Discount Extended Eligible Line Item Cost	= $1,800.00

˅More Help with the Costs Above

**Monthly Recurring ~~~~~~~~~ ** ~~~~~~~~~~~~~~~~~ e amount charged by your service provider for
provider for each con~~~~~~ e-Time Quantity field.

Monthly Recurring I~~~~~~ any portion of the One-time Cost that is not

> See next two slides for information on entering the monthly costs for phone service and which charges are ineligible for E-rate discounts.

Cost Calculation—Monthly Costs

Monthly Cost	
Monthly Recurring Unit Cost	$30.00
Monthly Recurring Unit Ineligible Costs	$0.00
Monthly Recurring Unit Eligible Costs	= $30.00
Monthly Quantity	5
Total Monthly Eligible Recurring Costs	= $150.00
Months of Service	x 12
Total Eligible Recurring Costs	= $1,800.00

For voice service requests, USAC wants to know how much each line costs.

There are three blanks under Monthly Costs:

Monthly Recurring Unit Cost – Total amount for phone service divided by the number of phone lines. Best practice: list only the eligible amount.

Monthly Recurring Unit Ineligible Costs – Amount each month for ineligible features. Best practice is to leave this blank. The next slide has examples of ineligible costs.

Monthly Quantity: The number of phone lines (including fax lines)

The form will automatically total the costs for the month and year:

Total Monthly Eligible Recurring Costs – Total eligible amount you pay for voice service each month

Total Eligible Recurring Costs – Total eligible amount for the entire funding year

Ineligible Voice Service Costs

□ **The following voice service costs are not eligible for E-rate discounts:**

- ❑ **Directory Listing charges**
- ❑ **Non-published number charges**
- ❑ **Inside wire maintenance charges**
- ❑ **Custom calling feature charges: Caller ID, Call Forwarding, Remote Call Forwarding, etc.**
- ❑ **Property Tax Surcharge**
- ❑ **Administrative fees for paper bills**
- ❑ **Administrative fee for collecting universal service contributions**
- ❑ **Payphone service**
- ❑ **Late payment fees**

Select Recipients

Manage Recipients of Service

Is every entity for this organization receiving service?

YES | NO ✓

All Entities

Search by BEN

Please select the organizations you wish to include as recipients of service for this FRN and click the Add button. You can find all entities in a school district or library system by entering the district or system entity number in the field above.

	BEN	BEN Name
☑	210	Pioneer County Public Library Main
☐	211	Pioneer County Bookmobile
☐	209	Loganville Branch Library

ADD

Selected Entities

	BEN	BEN Name
☐		

s://portal-training.usac.org/suite/tempo/news/   No items available

Library systems with multiple branches must indicate which branches are receiving the services listed on the FRN. If all branches are receiving the service, answer Yes to the first question and continue to the next page.

If only one or some branches, then answer No to the first question, check the box beside the branch(es) to receive service, and then click the Add button. Those entities will then appear under Selected Entities.

Recipients of Service

Recipients of Service for FRN Line Item #1899000134.001

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category One - Form # 181000135

Last Saved: 1/15/2018 10:16 PM EST

| Basic Information | Entity Information | **Funding Requests** | Connectivity Information | Certify |

Next, you will review the Recipients Of Service selected for this line item. If any updates are needed, please go back to the previous page and update the selected Recipients of Service accordingly.

Recipients of Service for FRN Line Item #1899000134.001

BEN	Name	↑
210	Pioneer County Public Library Main Branch	

FCC Form 471 Help

Show Help

BACK   CANCEL   CONTINUE

The recipient(s) of service selected on the previous page will be listed. Click on Continue to return to the FRN Line Items page.

FRN Line Items Page

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category One - Form # 181000135

Last Saved: 1/15/2018 10:16 PM EST

| Basic Information | Entity Information | **Funding Requests** | Connectivity Information | Certify |

This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service.

FRN Line Items for FRN #1899000134 - Phones Main

	FRN Line Item Number ↓	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
☐	1899000134.001	Voice	Local/Long Distance Service	5	0	$1,800.00

ADD NEW FRN LINE ITEM REMOVE FRN LINE ITEM BULK UPLOAD

FCC Form 471 Help

Show Help

BACK D... SAVE & SHARE CONTINUE

The line item page will show the total eligible charges requested for each line item; most Category One requests have only one line item. Click on Continue to return to the Funding Requests page.

Funding Requests Page

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208)

Last Saved: 1/15/2018 10:16 PM EST

Basic Information	Entity Information	Fund

This page displays all of the funding requests for this application. From here you can create a new FRN, or edit or delete an existing one.

Funding Requests

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

	FRN ↓	Nickname	Number of FRN Line Items	FRN Calculation
☐	1899000134	Phones Main	1	$180.00
				$540.00
				$2,070.00

ADD FRN | EDIT FRN | REMOVE FRN

FCC Form 471 Help

SHARE | CONTINUE TO CERTIFICATION

Once you've completed the line item(s) for an FRN, the Funding Requests page will apply the appropriate discount rate to show how much funding is being requested for the FRN.

If you have more Category One funding requests to add, click on the green add FRN button.

If all FRNs have been completed, click on Continue to Certification. This will take you to a page that lists Connectivity Questions, and then on to Certification. See a later slide section for handling this part of the form.

Example FRN: Bookmobile Data

Example of a funding request for monthly cellular data (hotspot) service for the bookmobile

Adding Funding Requests

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category One - Form # 181000135

Last Saved: 1/15/2018 10:16 PM EST

| Basic Information | Entity Information | **Funding Requests** | Connectivity Information | Certify |

This page displays all of the funding requests for this application. From here you can create a new FRN, or edit or delete an existing one.

Funding Requests

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

☐	FRN ↓	Nickname	Number of FRN Line Items	FRN Calculation
☐	1899000134	Phones Main	1	$180.00
☐	1899000133	Internet Loganville continuing contract	1	$540.00
☐	1899000132	Main internet 2018	1	$2,070.00

ADD FRN   EDIT FRN   REMOVE FRN

FCC Form 471 Help

Show Help

BACK   DISCARD FORM   ...E   CONTINUE TO CERTIFICATION

Adding Funding Request Numbers (FRNs) is a two-step process: Add FRN, then Manage FRN Line Items.

Funding Request Key Information

Funding Request Key Information

Please enter a Funding Request Nickname here ❓ *

Bookmobile hotspot

Is this Funding Request a continuation of an FRN from a previous funding year?

YES   **NO✓**

Copy FRN

If you want to copy an existing Funding Request, select Copy FRN below. Note that if an FCDL has been issued for the FRN, the approved version of the FRN will be copied.

COPY FRN

Service Type

What is the service type of the product and services that

Data Transmission and/or Internet Access ▾

FCC Form 471 Help

Show Help

CANCEL   CONTINUE

Enter a nickname for the FRN.

For services paid month-to-month, answer No to this question.

The Copy FRN function works only with FRNs from FY 2016-17 and forward – you can copy everything from another FRN and make updates.

Bookmobile data requests go under Service Type: Data Transmission and/or Internet Acces.

FRN Contract

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category One - Form # 181000135

Last Saved: 1/15/2018 10:16 PM EST

| Basic Information | Entity Information | **Funding Requests** | Connectivity Information | Certify |

Next, you will identify the purchasing agreement type for the product and services you are requesting.

FRN Contract

How are the services for this FRN being purchased?

Contract information is stored in your Profile; you can add a new Contract at any time. Details about your Tariff and Month-to-Month services will be entered in your FRN.

| CONTRACT | TARIFF | **MONTH-TO-MONTH ✓** |

FCC Form 471 Help

Show Help

BACK   CANCEL

CONTINUE

Choose whether the purchase of this service is Contract, Tariff, or Month-to-Month. If you choose Month-to-Month, you'll enter more details about the service provider and bidding process.

Establishing FCC Form 470 (1/2)

FCC Form 471 - Funding Year

Pioneer County Public Library System

Last Saved: 1/15/2018 10:16 PM EST

Basic Information | Entity Information | Funding Requests | Connectivity Information | Certify

Next, you will associate an FCC Form 470 to your purchasing agreement. Please search for a form below and select one to associate it to the purchasing agreement.

Establishing FCC Form 470

How many bids were received? *

2

Enter the number of bids that you received for this product or service.

Was an FCC Form 470 posted for the product and/or services you are requesting?

YES ✓   NO

Use the search tool below to find the establishing FCC Form 470.

> **Enter the number of bids received for the service being requested, then check yes to indicate that a Form 470 was posted this year.**

Establishing FCC Form 470 (2/2)

By default, the Form 470 search is set to search for all 470s associated with the library system BEN, but you can use other search fields if needed.

Search FCC Forms 470

Search by FCC Form 470 Number

Search by Nickname (Partial or Full)
FY 2018-19

Search by BEN
208

CLEAR FILTERS   SEARCH

	FCC Form 470 Number	Nickname	↑	Funding Year	BEN	BEN Name	Allowable Contract Date	Service Type
☐	180000307	FY 2018-19 Bookmobile Cellular Data (Hotspot or Phone) Example		2018	208	Pioneer County Public Library System	1/1/2018	Internet Access and/or Telecommunications
☐	180000382	FY 2018-19 cat 1		2018	208	Pioneer County Public Library System	2/2/2018	Internet Access and/or Telecommunications
☐	180000327	FY 2018-19 Category One request - live demo		2018	208	Pioneer County Public Library System	1/4/2018	Internet Access and/or Telecommunications
☑	180000322	FY 2018-19 Category One Service Requests		2018	208	Pioneer County Public Library System	1/4/2018	Internet Access and/or Telecommunications
☐	180000307	FY 2018-19 Firewall and Switch Example		2018	208	Pioneer County Public Library	1/3/2018	Basic Maintenance of Internal Connections

1 – 5 of 12

FCC Form 471 Help

Show Help

Check the box beside the Form 470 on which the request for service was made, then click on Continue.

BACK   CANCEL   CONTINUE

Service Provider

Service Provider

Account Number (e.g., billed telephone number)

555-555-5566

If your service provider has given you one or more Account Numbers, please enter them.

Use the search tool below to find the establishing service provider

Search Service Providers

Search by SPIN

14010003

Search by Name (Full or Partial)

CLEAR FILTERS   SEARCH

☑	SPIN	Name	Doing Business As	State
☑	14010003	USAC Service Provider Organization 3		VA

BACK   CA...   ...INUE

Enter the account number(s) for this service.

Search for the service provider – using the Service Provider Identification Number (SPIN) is best. Check the box beside the correct result and click on Continue.

Dates

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category One - Form # 181000135

Last Saved: 1/15/2018 10:16 PM EST

| Basic Information | Entity Information | Funding Requests | Connectivity Information | Certify |

Next, you will identify the start and end dates for the services you are requesting.

Dates

What is the service start date? ❓ *

07/01/2018

Enter the date when services will start for this Funding Year

When will the services end? *

06/30/2019

BACK   CANCEL

CONTINUE

By default, EPC will list the service start date for FY 2018-19 FRNs as 7/1/2018. To cover the entire funding year, month-to-month services should end 6/30/2019.

Pricing Confidentiality

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category One - Form # 181000135

Last Saved: 1/15/2018 10:16 PM EST

Basic Information	Entity Information	Funding Requests	Connectivity Information	Certify

Next, you will identify any pricing confidentiality restrictions for the product or services you are requesting.

Pricing Confidentiality

Is there a statute, rule, or other restriction which prohibits publication of the specific pricing information for this contract?

YES   NO ✓

There should not be any restrictions on publishing the pricing. Click on No and then Continue.

BACK   CANCEL   CONTINUE

Fiber Request Key Information

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category One - Form # 181000135

Last Saved: 1/15/2018 10:16 PM EST

| Basic Information | Entity Information | Funding Requests | Connectivity Information | Certify |

Next, you will designate whether this FRN includes a Fiber Request.

Fiber Request Key Information

Does this FRN include a request for any of the following eligible broadband options?

- **Special construction.** One-time, upfront costs associated with building out leased li...
- **Maintenance and operations.** Costs associated with the maintenance and operatio...
- **Network equipment.** Costs associated with the purchase of Network Equipment ne... ...nd other equipment).

If any of the above apply, select "Yes" below.

Select "No" if you are only seeking support for the monthly recurring costs for either a lea...

Notes:

- If you are seeking support for both the Special Construction, Maintenance and O... ...or a dark fiber lease/IRU, then you create multiple FRNs. In each case, you will sel...a different ans...
- If you select "Yes" below, you should create separate FRNs for special construction c... ...I&O and Network Equipment a...bundled pursuant to a single contract for those products/services, yo...

YES | NO✓

FCC Form 471 Help

Show Help

BACK | CANCEL | CONTINUE

You must indicate whether Category One Internet requests include dark fiber, self-provisioning, or special construction charges. For bookmobile hotspot service, click on No.

Narrative

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category One - Form # 181000135

Last Saved: 1/15/2018 10:16 PM EST

Basic Information	Entity Information	Funding Requests	Connectivity Information	Certify

Narrative

Provide a brief explanation of the products and services that you are requesting, or provide any other relevant information regarding this Funding Request. You should also use this field to describe any updates to your entity data, such as revised student counts, entity relationships, etc, that you were unable to make after the close of the Administrative filing window for profile updates. These changes will be addressed during the application review process. *

Monthly hotspot service plan with unlimited data for library bookmobile circulation and patron Wi-Fi on bookmobile route

begin adding

Enter a brief explanation for your request. For bookmobile cellular data requests, make sure to include in the narrative that the service will be used only on the bookmobile.

BACK   CANCEL   SAVE & CONTINUE

Manage FRN Line Items

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category One - Form # 181000135

Last Saved: 1/15/2018 10:37 PM EST

| Basic Information | Entity Information | **Funding Requests** | Connectivity Information | Certify |

This page displays all of the funding requests for this application. From here you can create a new FRN, or edit or delete an existing one.

Funding Requests

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

	FRN ↓	Nickname	Number of FRN Line Items	FRN Calculation
☐	1899000135	Bookmobile hotspot	0	
☐	1899000134	Phones Main	1	$180.00
☐	1899000133	Internet Loganville continuing contract	1	$540.00
☐	1899000132			$2,070.00

The second part of adding a funding request is to Manage FRN Line Items. Click on the funding request number.

ADD FRN   EDIT FRN   REMOVE FRN

FCC Form 47

Show Help

BACK   DISCARD FORM   SAVE & SHARE   CONTINUE TO CERTIFICATION

Add New FRN Line Item

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category One - Form # 181000135

Last Saved: 1/15/2018 10:37 PM EST

| Basic Information | Entity Information | **Funding Requests** | Connectivity Information | Certify |

This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service.

FRN Line Items for FRN #1899000135 - Bookmobile hotspot

☐	FRN Line Item Number ↓	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
	You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your first FRN Line Item.					

ADD NEW FRN LINE ITEM | REMOVE FRN LINE ITEM | BULK UPLOAD

FCC Form 471 Help

Show Help

BACK | DISCARD FORM | SAVE & SHARE | CONTINUE

Add as many line items for this service as needed. Most Category One requests will have only 1 line item.

Product and Service Details

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-1 31000135

Last Saved: 1/15/2018 10:37 PM EST

| Basic Information | Entity Information | Funding Requests | | Certify |

Please enter Product and Service Details Information for this Data Transmission and/or Internet Acc

Product and Service Details for new FRN Line Item for FRN #1899000135 - Bookmobile hotspot

Purpose ❓ *

For bookmobile hotspot service, choose the first option under Purpose.

- ● Internet access service that includes a connection from any applicant site directly to the Internet Service Provider
- ○ Data Connection between two or more sites entirely within the applicant
- ○ Data connection(s) for an applicant's hub site to an Internet Service Provi
- ○ Internet access service with no circuit (data circuit to ISP state/regional ne

Choose Wireless as the Function

Function ❓ *

Wireless ▾

Type of Connection *

Data plan for portable device ▾

FCC Form 471 Help

Show Help

For Type of Connection, choose Data plan for portable device.

CANCEL   CONTINUE

Bandwidth Speed

Bandwidth Speed for new FRN Line Item for FRN #1899000135 - Bookmobile hotspot

Bandwidth Download Speed *

10.000

Bandwidth Download Units *

Mbps

Bandwidth Upload Speed *

1.000

Please specify the upload speed if it is different than the download speed.

Bandwidth Upload Units *

Mbps

FCC Form 471 Help

Show Help

Burstable Bandwidth?

YES   NO ✓

BACK   CANCEL

CONTINUE

Enter the bandwidth speed and select Mbps as the unit. Most cellular data plans offer between 5 to 10 Mbps download speed and 1 Mbps upload speed. Answer no to the question about burstable bandwidth.

Connection Information

Connection Information for new FRN Line Item for FRN #1899000135 - Bookmobile hotspot

Is this a direct connection to a single school, library or a NIF for Internet access? ❓ *

Note: If the request is for direct connections, you will be required to allocate the total number of lines (monthly quantity) among the recipients listed for this line item.

YES ✓   NO

Is this a connection between eligible schools, libraries and NIFs (i.e., a connection that provides a "Wide area network")? ❓ *

YES   **NO ✓**

Does this include firewall services? *

YES   **NO ✓**

This question asks whether your internet service provider handles firewall service for you. Answer no.

FCC Form 471 Help

Show Help

BACK   CONTINUE

For bookmobile hotspots:
Yes to the first question about a direct connection, and No to the question about wide area networks.

Cost Calculation

Cost Calculation for new FRN Line Item for FRN #1899000135 - Bookmobile hotspot

Monthly Cost		One-Time Cost	
Monthly Recurring Unit Cost	$40.00	One-time Unit Cost	$0.00
Monthly Recurring Unit Ineligible Costs	$0.00	One-time Ineligible Unit Cost	$0.00
Monthly Recurring Unit Eligible Costs	= $40.00	One-time Eligible Unit Cost	= $0.00
Monthly Quantity	1	One-time Quantity	0
Total Monthly Eligible Recurring Costs	= $40.00	Total Eligible One-time Costs	= $0.00
Months of Service	x 12		
Total Eligible Recurring Costs	= $480.00		

Summary	
Total Eligible Recurring Costs	$480.00
Total Eligible One-time Costs	+ $0.00
Pre-Discount Extended Eligible Line Item Cost	= $480.00

> More Help with the Costs Above

FCC Form 471 Help

Show Help

[BACK] [CANCEL]   [SAVE & CONTINUE]

Enter cost information in **ALL** fields. Click on 'More Help' to view definitions for each field.

Select Recipients

Manage Recipients of Service

Is every entity for this organization receiving service?

YES **NO ✓**

All Entities

Search by BEN

Please select the organizations you wish to include as recipients of service for t...
system entity number in the field above.

	BEN	BEN Name
☐	210	Pioneer County Public Library Main Br...
☑	211	Pioneer County Bookmobile
☐	209	Loganville Branch Library

ADD

Selected Entities

	BEN	BEN Name
☐	BEN	BEN Name
		No items available

Library systems with multiple branches must indicate which branches are receiving the services listed on the FRN. If all branches are receiving the service, answer Yes to the first question and continue to the next page.

If only one or some branches, then answer No to the first question, check the box beside the branch(es) to receive service, and then click the Add button. Those entities will then appear under Selected Entities.

Recipients of Service

Recipients of Service for FRN Line Item #1899000135.001

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category One - Form # 181000135

Last Saved: 1/15/2018 10:48 PM EST

| Basic Information | Entity Information | **Funding Requests** | Connectivity Information | Certify |

Next, you will review the Recipients Of Service selected for this line item. If any updates are needed, please go back to the previous page and update the selected Recipients of Service accordingly.

Recipients of Service for FRN Line Item #1899000135.001

BEN	Name	↑
211	Pioneer County Bookmobile	

FCC Form 471 Help

Show Help

BACK | CANCEL | CONTINUE

The recipient(s) of service selected on the previous page will be listed. Click on Continue to return to the FRN Line Items page.

FRN Line Items Page

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category One - Form # 181000135

Last Saved: 1/15/2018 10:48 PM EST

Basic Information   Entity Information   **Funding Requests**   Connectivity Information   Certify

This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service.

FRN Line Items for FRN #1899000135 - Bookmobile hotspot

	FRN Line Item Number ↓	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
☐	1899000135.001	Wireless	Data plan for portable device	1	0	$480.00

ADD NEW FRN LINE ITEM   REMOVE FRN LINE ITEM   **BULK UPLOAD**

FCC Form 471 Help

Show Help

BACK   DIS...   SAVE & SHARE   **CONTINUE**

The line item page will show the total eligible charges requested for each line item; most Category One requests have only one line item. Click on Continue to return to the Funding Requests page.

Funding Requests Page

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) -

Last Saved: 1/15/2018 10:48 PM EST

| Basic Information | Entity Information | Funding Requests | Connectivity Information | Certify |

This page displays all of the funding requests for this application. From here you can create a new FRN, or edit or delete an existing one.

Funding Requests

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

	FRN	↓	Nickname	Number of FRN Line Items	FRN Calculation
☐	1899000135		Bookmobile hotspot	1	$432.00
☐	1899000134		Phones Main	1	$180.00
☐					$540.00
☐					$2,070.00

ADD FRN   EDIT FRN   REMOVE FRN

FCC

Show

BACK   DISCARD FORM   SAVE & SHARE   CONTINUE TO CERTIFICATION

Once you've completed the line item(s) for an FRN, the Funding Requests page will apply the appropriate discount rate to show how much funding is being requested for the FRN.

Now that all FRNs have been added, click on Continue to Certification. This will take you to a page that lists Connectivity Questions, and then on to Certification. See next slide section for handling this part of the form.

Review & Certification

Review Draft PDF

Connectivity Questions

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category On...

Last Saved: 1/15/2018 10:54 PM EST

| Basic Information | Entity Information | Funding Requests | Conne... |

District/System-wide Internet Access Questions

Does your library system currently aggregate Internet access for the entire system (as opposed to buying Internet...

No

Per-Entity Basis Questions

| Entity Name | | | | | | Entity Number | |
| Pioneer County Public Library System | | | | | | 208 | |

Entity Name	BEN	Download	Units	Upload	Units	Connection	Wi...
Pioneer County Public Library Main Branch	210	20	Mbps	20	Mbps	Fiber	Sor
Pioneer County Bookmobile	211	7	Mbps	1	Mbps	Other	Sor

FCC Form 471 Help

Show Help

Your library's answers to the Connectivity Questions will appear automatically. Click on the Review FCC Form 471 button, then answer Yes to the pop-up to proceed. In about 1 minute, EPC will add a link to download a draft PDF copy to your Tasks list.

& SHARE   REVIEW FCC FORM 471

SPECIAL NOTE: As of 1/16/18, the E-rate Productivity Center skips directly to adding a PDF download of the 471 to the Tasks list if the Copy FRN feature has been used. This error may be fixed in the near future.

Download Draft PDF

Click on the Tasks list to refresh the list. Click on the link that says, "Review PDF for FCC Form 471 – [your form # and nickname]".

Let KDLA review your form

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN:
181000135

Last Saved: 1/15/2018 10:54 PM EST

Please download and carefully review this FCC Form 471 before certifying

Download Document Link

USAC_FCC_FORM_471_APPLICATION_181000135_DRAFT

☑ By checking this box, I certify that the information in the PDF document above is correct.

FCC Form 471 Hel

Show Help

EDIT FORM

SEND FOR CERTIFICATION   CONTINUE TO CERTIFICATION

Click on the blue Document Download Link to review a PDF draft of your Form 471. Attach the file to an email and send it to lauren.abner@ky.gov for review.

Once you're positive that the form is correct, check the box below the download link and click on Continue to Certification.

If you find errors in the draft PDF, click on Edit Form to return to the beginning of the form and make changes.

Certifications & Budget

You must enter the amount of your non-E-rate eligible technology budget. You want it to be larger than the total applicant non-discount share of the eligible amount.

Applicant Certifications

☑ I certify that the entities listed in this application are eligible for support because they are libraries eligible for assistance from a state library administrative agency under the Library Services and Technology Act of... from any schools, including, but not limited to, elementary, secondary sc...

☑ I certify that the entity I represent or the entities listed on this application... computers, training, software, internal connections, maintenance, and e... the aforementioned resources are not eligible for support. I certify that... resources to pay the discounted charges for eligible services from funds... pay the non-discount portion of the cost of the goods and services to the...

Total Funding Summary

Below is a summary of the total line item costs on this FCC Form 471:

Summary	
Total funding year pre-discount eligible amount on this FCC Form 471	$5,180.00
Total funding commitment request amount on this FCC Form 471	$3,222.00
Total applicant non-discount share of the eligible amount	$1,958.00
Total budgeted amount allocated to resources not eligible for E-rate support	$40,000.00
Total amount necessary for the applicant to pay the non-discount share of eligible and any ineligible amounts	$41,958.00
Are you receiving any of the funds directly from a service provider listed on any of the FCC Forms 471 filed by this Billed Entity for this funding year?	No ▾
Has a service provider listed on any of the FCC Forms 471 filed by this Billed Entity for this funding year assisted you in locating funds needed to pay your non-discounted share?	No ▾

☑ I certify an FCC Form 470 was posted and that any related RFP was made available for at least 28 days before considering all bids received and selecting a service provider. I certify that all bids submitted were carefully considered and the most cost-effective service offering was selected, with price being the primary factor considered, and is the most cost-effective means of meeting educational needs and technology goals.

ANSWER _NO_ TO BOTH THESE QUESTIONS or your funding could be denied!!!

Certify

☑ I acknowledge that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service, receive an appropriate share of benefits from these services.

☑ I certify that I will retain required documents fo~~~~~~~~~~~~~ ~~~~~~~~~~~~~ y the rules in effect at the time of this certification) after the later of the last day of th~~~~~~~~~~~~~~~ ~~~~~~~~~~ ed funding request. I acknowledge that I may be audited pursuant to participation in the school~~~~~~~~~~~~~~~ to demonstrate compliance with the statute and Commission rules regarding the application fo~~~~~~~~~~~~~~~~~~~ nts, and that if audited, I will make such records available to USAC.

☑ I certify that I am authorized to order telecomm~~~~~~~~~~~~~~~~~~~~~~ on this application. I certify that I am authorized to submit this request on behalf of the eligible ~~~~~~~~~~~~~~~~~~~~~~ t all of the information on this form is true and correct to the best of my knowledge, that the e~~~~~~~~~~~~~~~~~~~~~~~ lied with the terms, conditions and purposes of the program, that no kickbacks were paid to an~~~~~~~~~~~~~~~~~~~ feiture under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment ~~~~~~~~~~~~~~~~~~~ s of the False Claims Act.

False statements on this form may result in civil liability and/or criminal prosecution. To electronically sign and certify this form, click "Yes" below. To affirm that you (1) understand the statements above and (2) represent the entity featured, and have the authority to make the certifications, on this form, click "Yes" below.

NO   **YES**

☑ I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program. I will institute reasonable measures to be informed, and will notify USAC should I be informed or become aware that I or any of the entities listed on this application, or any person associated in any way with my entity and/or the entities listed on this application, is convicted of a criminal violation or held civilly liable for acts arising from their participation in the schools and libraries support mechanism.

☑ I certify that if any of the Funding Requests on this FCC Form 471 are for discounts for products or services that contain both eligible and ineligible components, that I have allocated the eligible and ineligible components as required by the Commission's rules at 47 C.F.R. § 54.504.

☑ I certify that the non-discount portion~~~~~~~~~~~~~~~~~~~~~~~~~ nt costs of eligible services featured on this FCC Form 471 are net of any rebates ~~~~~~~~~~~~~~~~~~~~~~~~~ rule, the provision, by the provider of a supported service, of free services or ~~~~~~~~~~~~~~~~~~~~~~~~~ some or all of the cost of the supported services.

FCC Form 471 Help

Show Help

BACK

After you click on Certify, you'll see a pop-up that asks if you understand the consequences of making false statements on federal forms and that you have the authority to make these certifications for your library.

CERTIFY

Certifier Information

Certifier Information

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category One - Form # 181000135

Last Saved: 1/15/2018 11:11 PM EST

Basic Information	Entity Information	Funding Requests	Connectivity Information	Certify

You have successfully filed FCC Form 471 #181000135 for FY 2018

Certification Date

1/15/2018 11:11 PM EST

Authorized Person

Name	Lauren Abner
Title	KDLA Technology Consultant
Employer	Pioneer County Public Library System
Address	100 Main Street
	Boonesburg, KY 40069
Phone	502-564-1728
Email	library.system10.user1@mailinator.com

FCC Form 471 Help

Show Help

CLOSE

Print the Certifier Information page for your records, then click on close.

After You've Certified

Printing the final PDF copy, accessing the Receipt Acknowledgement Letter (RAL), making RAL Modification Requests, and application review

FCC Forms and Post-Commit Requests

My Landing Page

Training
Universal Service
Administrative Co.

To print the final PDF copy of the Form 471, return to My Landing Page and scroll to the bottom section for FCC Forms and Post-Commitment Requests.

Scroll Down

Change the Form Type drop-down to FCC Form 471 and the Funding Year to 2018. In the results, click on the Application Number to go the form's Summary Page.

✓FCC Forms and Post-Commitment Requests

● FCC Forms
○ Post-Commitment Requests

Form Type	FCC Form 471
Funding Year	2018

Application Number	Nickname	Funding Year	Status	Certified Date
181000135	FY 2018-19 Category One	2018	Certified	1/15/2018 11:11 PM EST

Download Final PDF copy

Records / FCC Forms 471

FY 2018-19 Category One - #181000135

Summary Funding Requests   Review Inquiries   Connectivity Information   Discount Calculation   Entity Information

News   Related Actions

Incomplete   Certified

Review Status Awaiting Initial Review

∨ Application Information

Nickname FY 2018-19 Category One

Scroll Down

FCC Form 471 Generated Documents

FCC Form 471 Version

Original Version

Reminder: E-rate retention rules require you to keep all E-rate documents for 10 years after the last day of the funding year. FY 2018-19 paperwork must be kept until June 30, 2029 (or later for Category Two).

From the Summary page for your Form 471, click on the Original Version link at the bottom to download and print the final PDF copy that shows the certifications.

Receipt Acknowledgement Letter (1/2)

Records / FCC Forms 471

FY 2018-19 Category One - #181000135

Summary   Funding Requests   Review Inquiries   Connectivity Information   Discount Calculation   Entity Information   **News**   Related Actions

E-rate Productivity Center This Receipt Acknowledgement Letter (RAL) is an acknowledgement that USAC has received Pioneer County Public Library System's FCC Form 471 - 181000135 for Funding Year 2018 on 1/16/2018. Each service provider featured on this form will also be notified of the information submitted for the service provider.

It is important that you review this form now to make sure the products and services listed on your FCC Form 471 are correct and complete, and if necessary, take the app corrective action as soon as possible. You are allowed to correct certain errors on yo not others. For fields that allow a correction, you will be able to edit the information field directly. To determine what corrections are allowed and why, see the "List of Co Ministerial and Clerical Errors" on our website.

NEXT STEPS
- Gather the documentation you used to complete your form and the entries in your NSLP numbers, list of entities receiving services, ...**More**

FY 2018-19 Category O...   #208 - Pioneer County ...

16 minutes ago ☆ 🔒   Comment   Hide Info ▲

Application Number	181000135
Entity Number	208
Certification Date	Jan 16, 2018
Funding Request Report	https://portal-training.usac.org/suite/tempo/actions/item/ksB0YLZsM4yuY0N6bli5jC(Vae8oOG5TUGvU_wfMEI7hHS5-uRZ_GOU5WJyWE2rSSEsnWWNRHizSJ2XLOYCkYlkmDOrcY

Use the horizontal menu to switch to the mini News feed for your Form 471. The only entry will be for your Receipt Acknowledgement Letter (RAL) – you won't get a paper copy. Click 'More Info' link at the bottom of the entry to see the certification date. Print this page like a normal webpage.

RAL Modification Requests (1/2)

- Some mistakes on the Form 471 may be corrected before USAC issues a funding commitment. These changes are called RAL Modification Requests, and they may be made after you receive the Receipt Acknowledgement Letter (RAL) but before funding is committed. Such corrections include:
  - Simple data entry errors such as transposed letters and numbers, misplaced decimal points
  - Incorrect citations: Contract #, 470 #, urban/rural status
  - Edits to information about eligible entities

RAL Modification Requests (2/2)

Records / FCC Forms 471

FY 2018-19 Category One - #181000135

Summary Funding Requests Review Inquiries Connectivity Information Discount Calculation Entity Information News **Related Actions**

⚡ **Respond to Inquiries**
Answer Reviewer Questions.

⚡ **Submit Modification Request (RAL)**
Submit a RAL Modification Request for this Application

To submit a Modification Request, navigate to your certified Form 471 from My Landing Page. On the horizontal menu, click on Related Actions, then Submit Modification Request (RAL). Contact the KDLA Technology Consultant for assistance.

PIA Application Review

- **Program Integrity Assurance (PIA) may request additional documentation to determine whether your application complies with E-rate rules, including:**
  - **Eligibility of library branches listed on your application**
  - **Eligibility of the products and services listed on your funding request(s)**
  - **Your competitive bidding process, including your adherence to the 28 calendar day posting requirement**
- **Email notices will direct you to the E-rate Productivity Center to view and respond to questions. You have 15 days to reply to PIA requests. If you need help, contact lauren.abner@ky.gov. I receive notices if you don't reply after the first week.**

See next page for example PIA request email

PIA Request Email

Tue 10/4/2016 4:04 PM

portal@usac.org on behalf of ████████ <████████@sl.universalservice.org>

161██████ - E-Rate Application Information Request

To ████████ Abner, Lauren (KDLA)

USAC
Universal Service Administrative Company

E-Rate Application Information Request

Today's Date: 10/4/2016
Response Due Date: 10/19/2016
Contact Name: ████████
Applicant Name: ████████ PUBLIC LIBRARY
FCC Form 471 Application Number: 161██████

Dear Applicant

We are in the process of reviewing your Funding Year 2016 FCC Form 471 ap██████
requests below. Please note that EPC allows you to begin working on your ans██████
the questions before submitting your answers. Click "Submit" only when you h██████

- Eligibility of Products and Services

Click here to respond to inquiries

USAC Homepage

If you have any questions as you work through your responses to the PIA review inquiries, please feel free to contact me via the phone number or e-mail address provided below. Please do not use e-mail to submit your responses to the PIA review inquiries. USAC will not review responses to PIA review inquiries sent to the reviewer's email address. All PIA responses must be submitted in EPC. Again, please be sure to provide complete responses to all of the PIA questions. If you need additional time to prepare your response, you may request an extension. Click the "Request Extension" button, located at the top of the "Review Inquiries" page in EPC. Your first extension request will be automatically granted, and you will receive an additional seven days to respond. Be sure to meet the response due date and provide all of the information requested, otherwise your application(s) may receive reduced funding or a funding denial.

████████
Case Management Associate
973-██████

Example of an email with links to view application review questions in EPC. The subject line will be 'E-rate Review Information' or 'E-Rate Application Information Request'.

Funding Commitments

- **Based on previous years, USAC will begin releasing funding in waves a few weeks after the Form 471 filing window closes. Once a Form 471 is reviewed, USAC will issue a Funding Commitment Decision Letter (FCDL) indicating which FRNs were funded and in what amounts.**
    - **Applicants receive email notices when FCDLs are issued. The email directs applications to the E-rate Productivity Center. You will NOT receive any paper notices about FY 2018-19 funding.**
    - **After receiving an FCDL, applicants must file a Form 486 to make CIPA certifications before any funding can be released for invoicing.**

Wrap-Up

Resources

- **KDLA's E-rate page**
  - **https://kdla.ky.gov/librarians/programs/e-rate/Pages/default.aspx**
- **KDLA Archived Webinars page**
  - **http://kdla.ky.gov/librarians/staffdevelopment/Pages/KDLAArchivedWebinars.aspx**
- **USAC Client Services Bureau**
  - **1-888-203-8100**
- **USAC Trainings & Outreach page**
  - **http://www.usac.org/sl/about/outreach/default.aspx**
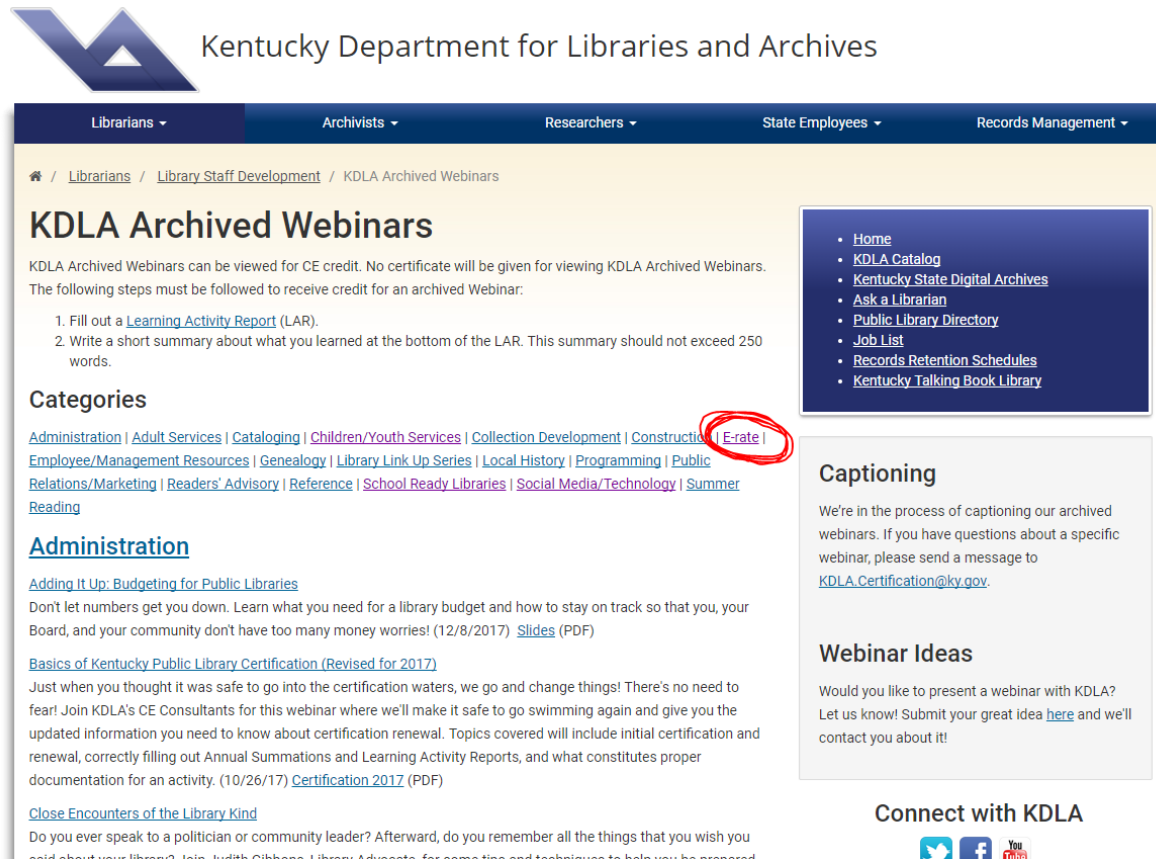
Sign up for KYTECH LISTSERV®

- **For Library Technology Support Staff:**
    - KYTECH is a monitored discussion list devoted to those who work with technology for their library. By using this LISTSERV®, individuals from around the state will have the chance to ask questions, share ideas, voice concerns, and make valuable contacts all through their e-mail.
    - TO SUBSCRIBE: Send a blank message to: **join-kytech@listserv.ky.gov**
- **E-rate updates and reminders are posted to KYTECH**

Archived Recording

In the next week, the recording of this presentation will be posted on the KDLA Archived Webinars page:

https://kdla.ky.gov/librarians/staffdevelopment/Pages/KDLAArchivedWebinars.aspx

COMING ATTRACTIONS

E-rate 2018 Form 471 for Category Two

Friday, February 2, 2018 at 10:00 am ET/9:00 am CT

Learn how to fill out the application form to request discounts for Internal Connections (networking equipment), Basic Maintenance of Internal Connections, and Managed Internal Broadband Services. 90 minutes.

The Digital Toolbox: Lending Mobile Hotspots & Laptops

Tuesday, February 6, 2018 at 2:00 pm ET/1:00 pm CT

Learn about McCracken County Public Library's Digital Toolbox pilot program to loan mobile hotspots & laptops outside the library and teach digital literacy skills for effective use of those devices. 1 hour.

Register for these webinars and more at KDLA's Continuing Education Events Calendar:
https://kdla.ky.gov/librarians/staffdevelopment/Pages/ContinuingEducationCalendar.aspx

Thanks, IMLS!

This project was made possible in part by the Institute of Museum and Library Services.

Please take our post-survey:
https://www.surveymonkey.com/r/erate2018471catone

Questions?

Lauren Abner

Technology Consultant

lauren.abner@ky.gov

(502) 564-1728